

PHYSICAL
EDUCATION

PHYSICAL EDUCATION

In the Young Men's Christian
Associations of North America



Association Press

NEW YORK: 124 EAST 28TH STREET

LONDON: 47 PATERNOSTER ROW, E.C.

1914

S. C. E. T. W. B. LIBRARY

Date

9597

Acce. No.

267.35

COPYRIGHT, 1914, BY THE
INTERNATIONAL COMMITTEE OF YOUNG MEN'S
CHRISTIAN ASSOCIATIONS

371.76

2d
103

GOVT. NORMAL
SCHOOL

INTRODUCTION

In the evolution of any great work there appear times of transition, periods when objectives should be clearly defined or restated, policies revised and new and higher standards established.

The Physical Directors' Society in June, 1913, declared that such a period had arrived in the history of the physical work, and requested the International Physical Department Committee to arrange a conference for the purpose of taking the matter into consideration. In response to this request about twenty-five representative directors of experience met at Lakehurst, N. J., for eight days, February 27 to March 7, 1914. Those who participated in the conference were: H. I. Allen, Dayton, Ohio; Wm. H. Ball, New York City; C. E. Beckett, Washington, D. C.; Elmer Berry, Springfield, Mass.; Geo. W. Braden, Philadelphia, Pa.; John Brown, Jr., New York City; R. C. Cubbon, Providence, R. I.; Geo. J. Fisher, M. D., New York City; M. I. Foss, Brooklyn, N. Y.; A. E. Garland, M. D., Boston, Mass.; A. M. Grilley, Portland, Ore.; H. R. Hadcock, Winnipeg, Man.; J. G. Hoffer, Des Moines, Iowa; H. F. Kallenberg, M. D., Chicago, Ill.; J. H. McCurdy, M. D., Springfield, Mass.; Geo. M. Martin, Chicago, Ill.; J. T. Maxwell, Omaha, Neb.; F. B. Messing, Rochester, N. Y.; J. B. Modesitt, M. D.,

Detroit, Mich.; Wm. B. Newhall, M. D., Denver, Colo.; Geo. F. Poole, M. D., New York City; Wm. F. Roberts, M. D., Cleveland, Ohio; F. J. Smith, Toronto, Ont.; Geo. A. Smith, M. D., Montreal, Can.; C. Scaife, Hartford, Conn.; A. B. Wegener, Camden, N. J.; L. R. Welzmler, M. D., New York City; F. W. West, Birmingham, Ala.

The bringing together of these men in conference was made possible through the generosity of Geo. D. Pratt, chairman of the Physical Department Committee, A. A. Hyde of Wichita, Kansas, John Penman of Paris, Ontario, John W. Ross of Montreal, Canada, members of the International Committee, and James Stokes, a member of the Board of Trustees. To these gentlemen, without whose financial help this memorable gathering would have been impossible, the members of the conference were most thankful. They rendered a notable service to the Association movement. The cooperation of the local Associations in so generously releasing their physical directors at the busiest season of the year was greatly appreciated, and is significant of the growing unity of the work.

The men thus brought together went over in careful detail practically every phase of the Association physical work, using the book entitled "Physical Work—Management and Methods" (Association Press, 1913) as the basis of revision.

So radical were the changes recommended that only four chapters from the former volume were left intact.

The unique contributions of the conference which constitute largely the new material in this hand book

were: the statement of the objectives, principles and scope of the physical department of the Young Men's Christian Association; an outline of exercise, which should be given each age group, from prepubescence to maturity; a typical day's order for the class work and a standard constitution for a leaders' corps and working basis.

This book suggests standards for the work in North America and an endeavor will be made to have them accepted as such by all Associations.

So thorough was the work of the conference upon equipment and construction that a special volume will be published containing this material—information which is greatly needed.

2d
103

24
23.

CONTENTS

	PAGE
I. HISTORY	I
II. OBJECT, PRINCIPLES AND SCOPE	12
III. GENERAL ORGANIZATION AND RELATIONSHIPS	27
IV. DEPARTMENTAL ORGANIZATION—WORKING DE- TAILS	30
V. DEPARTMENTAL PROGRAM	58
VI. DEPARTMENT LEADERSHIP	65
VII. EXAMINATION OF MEMBERS	93
VIII. CONSTITUTION OF THE LEADERS' CLUB	99
IX. RECREATION AND ATHLETIC COMPETITION	106
X. SOCIAL FEATURES	115
XI. METHODS OF RELIGIOUS WORK	117
XII. HEALTH EDUCATION	120
XIII. CONSTRUCTION AND EQUIPMENT	127
XIV. SUMMER ACTIVITIES	131
XV. STUDY OF THE FIELD	137
XVI. EXTENSION WORK	143
XVII. SUPERVISING AGENCIES	147
XVIII. RURAL PHYSICAL TRAINING	151
XIX. GENERAL ORGANIZATION IN THE ASSOCIATION	162
XX. OUTSIDE COOPERATIVE AGENCIES	170
XXI. KINDRED ORGANIZATIONS	174
XXII. CONCLUSION	179
APPENDIX (including Bibliography)	189
INDEX	235

27
~~134~~
164



I

HISTORY

The Young Men's Christian Association was originated in London, England, by George Williams in the year 1844. He was engaged in the dry goods business, and was much concerned that young men in that particular line of work should have opportunity for social fellowship and an incentive to spiritual growth and development. Thus the Association was originally simple in its form of organization and largely limited to men in a specific pursuit. The first seven years were given largely to distinctive forms of religious work. In 1848 a library was opened, and during 1850 some of the simpler forms of education were attempted. In 1848 the Association secured rooms which were open day and evening, and these became a social rendezvous for young men.

In 1851 the first Associations in North America were established in Montreal and Boston. The early Associations in America were similar to the London movement in the character of their activities.

The first mention of the physical department was made in the convention of 1856. The Brooklyn Association had been discussing the wisdom of adding some forms of physical activity, and a representative from that city introduced a recommendation en-

dorsing the establishment of gymnasiums and baths, but the convention tabled the resolution. During the next half decade several Associations attempted to introduce some forms of physical training. Sentiment continued to grow more favorable toward this type of work, and at the convention held in New Orleans in 1860 a resolution favorable to the establishment of gymnasiums as "a safeguard against the allurements of objectionable places of resort" was unanimously adopted.

The Civil War for several years engaged the attention of the country and consequently no progress was made in the promotion of the physical department. The convention of 1864 again was urged to consider this phase of activity. In 1865 Robert R. McBurney of the New York City Association included a physical department in the plans of the proposed new building on 23d Street.

In 1866 the constitution of the New York City Association was changed to read, "The object of this Association shall be the improvement of the spiritual, mental, social and physical condition of young men." Thus the distinctive fourfold work of the Association was formulated.

In 1869 three new building were erected—in San Francisco, Cal., New York City and Washington, D. C., in the order named—containing gymnasiums and baths and represented new types of Association architecture and new methods of serving men and boys.

The physical work in New York City proved exceedingly attractive from the start, and hence became permanent. This experience was quite general,

though some Associations at first reported failure. Failure was due fundamentally to the fact that supervision of the physical work was difficult to obtain, and adequate supervision is particularly essential to the success of the work.

The physical department in the North American movement reveals at least four distinctive periods in its development. First, the period of introduction. This was the period just recorded and extended practically from 1870 to 1885. Opposition was met from many sources. The work was misunderstood and at best was considered more largely as an asset for securing members and as a means of counteracting evil resorts, rather than as a worthy factor in itself in the development of Christian manhood. During this period the Association was without Christian leadership in its physical directorship except in rare instances. This was true of the Twenty-third Street Association, which fifteen years after the starting of physical work was without a Christian physical director.

The second period was one of interpretation. Christian leadership was now being secured. In 1877 Robert J. Roberts was engaged by the Boston Association as its physical director. He was an earnest Christian and soon began to gather about him a group of Christian young men who saw in the physical department an opportunity for Christian service. Between 1885 and 1887 he sent out no less than twenty-eight men as instructors. He was the pioneer in developing a method of physical training peculiarly adapted to the needs of the members of the Young Men's Christian Association. He championed the

value of light calisthenics, and laid special emphasis upon the middle third of the body, or in other words upon those exercises related to the development of organic vigor. In 1880 he had added classes for business men and for students, and had coined an expression that became a classic, namely, that exercises should be "short, safe, easy, pleasing and beneficial"—a philosophy which later scientific research has proven to be physiologic and scientific.

He emphasized the value of the bath as a hygienic measure and the place of interest in making physical work beneficial. His dumbbell drill has been used as a standard in the Young Men's Christian Associations of the country. In the period now under discussion great progress was made in fitting into the whole objective of the Association the place of physical training as a part of the program of religious education. The report of the Philadelphia Association for 1885 states: "The relation between the gymnasium and the other parts of the Association has grown much more intimate: the false sentiment that godliness is inconsistent with bodily exercise is giving way, as men of muscle, and no less of mind and heart, are coming to the front in all the various activities of the Association."

In 1886 Dr. Luther H. Gulick, after taking a course in physical training at Harvard, entered Association work, but left to study medicine, receiving his degree in 1889, when he reentered the Association service. He, together with Dr. George F. Poole, were the forerunners of that group of men—which grew later in more generous proportion—who brought scientific and medical training to bear upon the physical work,

and thus set standards of proficiency which had a marked influence upon physical education in the Young Men's Christian Association.

In 1885 the International Training School was organized at Springfield and the physical department was added in 1887. This began with a two years' course and was increased to three years in 1895; the entrance standards were constantly raised until in 1905 preparation equal to a course in a high school was demanded. At Lake Geneva a summer institute course was organized in 1884, which was followed in 1890 by the organization of a regular training school located at Chicago. This school has also increased its curriculum to a three years' course.

These two agencies began to train men efficiently, to develop the physical work as a science, and refused to receive other than Christian men as students. They became great factors in exalting and dignifying the physical department.

Dr. Gulick became director of the physical work at the Springfield School in 1887 and his special studies in the philosophy of physical training and in the psychology and physiology of adolescence, as well as his able leadership, gave scientific status to physical education in Young Men's Christian Associations.

The next period was the period of organization. This of course overlapped the period preceding, but is worthy of distinct emphasis. Dr. Gulick became in 1887 the first secretary of the International Committee, on physical work, holding this office jointly with the directorship of the physical department of the Springfield Training School. In 1889 he prepared

an anthropometric chart and outlined blanks for physical measurements; these in later years were improved upon by Dr. W. W. Hastings of the International Training School faculty. The first volunteer leaders' class was organized in 1885 by J. Gardner Smith, M.D., of New York City. These classes have grown rapidly in number and enabled the Association to promote a type of organized work absolutely impossible without such volunteer cooperation. In the local Associations distinctive methods of organization were perfected, including gymnasium classes for various types and ages of men and boys. The membership in the physical department grew by leaps and bounds. In 1900 it had reached 80,433 and in 1912 over 300,000. In 1912 over 1,000 physicians gave voluntary service as medical examiners.

Meanwhile the distinctive features of religious work were being developed, and in 1912 these had become so extensive that 210 gymnasium Bible classes and study clubs were reported, 128 of which were taught by physical directors and 36 by laymen from the department, with an enrollment of 27,000. The physical department, which began with fear and trembling and with uncertainty as to its function, had become a very important factor in the program of making Christian men.

The Athletic League, organized in 1896, was a large factor in standardizing athletics in the Association, and became a profound influence in the athletic life in North America.

One of the most important influences in the Association movement has been the physical directors' conference, which has met annually and usually in con-

nection with the employed officers' conference. In 1903 the conference was formally organized into the Physical Directors' Society. This Society has had standing committees on anthropometry, nomenclature, athletics, religious work and games of various kinds, the reports of which have been adopted as standard. A monthly magazine, *Physical Training*, was started in 1901 and still continues. Thus by conferences and through standard literature, distinctive forms of Association physical work have been developed. The physical directorship has become a profession, and physical training in the Young Men's Christian Association a life calling. The office of the physical director has become a recognized Christian vocation, affording unusual and exceptional opportunities for Christian service.

The next period was the period of extension and expansion. This began to gain momentum about 1895. This period was characterized by two things: First, an enlarged conception of the relation of the physical department to the needs of the community, and the emphasis upon community service, and, second, the great development in equipment in new and enlarged buildings which has been especially active since 1903.

The field of the Association is now generally recognized as the whole community. The Association feels a responsibility for meeting the unmet needs of every boy and young man. It works upon the principle of seeing to it that these needs are met rather than itself meeting them, that is to say, the Association seeks to energize the logical agency which should meet the needs, and often creates such agencies where

they do not exist. Because the Association was early in the field in reference to physical training, because it has trained leaders, it has had a wonderful opportunity to pioneer and promote community organizations for health betterment. Many have promoted playgrounds, conducting such until the municipality was ready to take them in charge. Many have introduced and fostered physical education in public schools, and many men who were originally employed by the Young Men's Christian Association are now directors of physical education in colleges and schools. Over 300 such physical directors have been trained and furnished by the Young Men's Christian Association. The Association furnishes annually 3,000 volunteer leaders to churches and social agencies for the direction of physical work, making it possible for these institutions to carry on physical activities. Scores of Sunday School Athletic Leagues are being managed by Association physical directors. Many forms of public service are being promoted through the physical department.

By means of an International Health League composed of four thousand members, a work of health education is carried on, and Associations are promoting "health days" and clean-up campaigns. Whole villages in industrial centers are being directed with reference to the health of the people. Thousands of talks, lectures and health campaigns in sex education, involving instruction to teachers of the public schools, Sunday schools, parents and adult leaders, are conducted and in some instances societies for the promotion of social hygiene have resulted.

Great swimming campaigns are being promoted,

and fully 50,000 boys and men were taught to swim in a single season. As a result of agitation for the teaching of swimming to every youth, schools are making it compulsory in their curriculums; municipalities have provided teachers on beaches and in public bath houses and a National Life Saving Organization is being formed in the United States under the American Red Cross.

The extent of this extension work is as great and as varied as are the needs, and is limited only by the limitations of the physical directors and committeemen.

The new and enlarged equipment has also brought with it greater and more elaborate facilities for service within the Association building. Membership runs up in the thousands. The program of work is more extended and more complex. The problem now before the Young Men's Christian Association is to make these buildings yield their maximum results in financial, physical and spiritual values. To-day is the period of intensive development, the period of scientific management. Objectives are being re-stated, methods revised, false movements eliminated, service made more intelligent and effective, and programs more thorough.

Naturally this development has made severe demands upon the physical director. Not only must he be an able performer in the gymnasium, not only must he be schooled in technical physical education, but because of his public relationships he must qualify in some respects as a public hygienist, as a social worker, and particularly as an executive and promoter. He must know how to lead and train men

and inspire them to service, and with it all he must be faithful to, and be possessed by, the spiritual objective of the Association, and constantly seek to lead, and succeed in leading men and boys into the Kingdom of God.

The physical department moreover must not be a segregated department. It must fit into and be a part of the whole Association work. To this end the physical work has become more and more pervasive in the work of the local Association. The physical director must recognize himself as the director not of a department alone, but of the health of the whole membership. The message of health and right living must be injected into the whole program of the Association. Some day it may become the practice of the Association to give every member a medical examination upon joining, no matter for what he joins, for health is essential to progress in any activity, and physical defects, if undiscovered, may be causes not only of physical and mental inefficiency, but of moral lapses and needless temptation.

Physical training in the Young Men's Christian Association offers larger and more comprehensive opportunity in its objective and scope than in any other branch of physical education. Physical training in schools and colleges and in playgrounds, while important and while offering large opportunity for service, is nevertheless only a specialized form of physical education and is limited to certain classes of men and boys and to certain specific functions. They differ also in this respect, that they do not have the distinctive religious emphasis which is fundamental in the Association physical training. The largest of-

fice in physical training is therefore the physical directorship of the Young Men's Christian Association.

Another striking and important consideration is that each local Association, while distinct in its independence, is also a part of a great brotherhood both at home and abroad. Local Associations are related in state, national and international bonds of fellowship. The strength of each becomes the strength of all. The experience of any one is quickly placed at the disposal of all. Through its foreign work, now rapidly becoming a world power, each Association shares in the promotion of the work to the ends of the earth.

The physical director, though a specialist, is first a Christian man, a worker in the Kingdom of God; second, he is an Association man, fired by the supreme and complete objective of the movement, interested in every phase of its development and of its program; and, third, he is a specialist with responsibility for carrying out the work of his special department in the light of its relation to the whole program of making Christian men.



II

OBJECT, PRINCIPLES AND SCOPE

The object of the Physical Department of the Young Men's Christian Association is to promote by means of exercise, recreation and education the highest physical, mental and moral efficiency of men and boys essential to the development of the best type of virile Christian manhood.

Further, whereas the supreme objective of the Young Men's Christian Association is to lead men and boys to a definite acceptance of the Christian ideal, the physical department committee, the physical director and those associated with them should co-operate with all other agencies for the furtherance of the same.

The physical director, in all his physical work, should constantly keep in mind the relationship of right neuro-muscle habits in the development of character. Physical training as such does not lead to a personal acceptance of the Christian ideal, but because the physical director is a Christian leader in the Association and the community, it is his highest privilege and duty to lead men to acknowledge Jesus as their Savior and Master.

The principles upon which the physical work of the Young Men's Christian Association is founded are:

First: That health is fundamental to full development and that during the entire life of the individual health is dependent upon the proper functioning of the motor apparatus, its work differing in amount and character according to age and condition.

Second: That the full development of Christian character and sturdy manhood depends upon proper and adequate physical training, especially during the period of youth and young manhood.

Third: That fundamental physical and mental differences are recognized in the individual in the various stages of his development, which represent the important epochs in the life history of the race, and that at these times the individual is peculiarly susceptible to influences potent in the formation of character and that rightly conducted physical training affords a most powerful means for controlling the same.

Fourth: That physical training affords a means for overcoming those subtle and vicious tendencies of modern life developed through idle drifting, by providing healthful amusement and recreation for young men.

Fifth: Further, that physical training is a potent factor as a deterrent to the breaking down of the moral and religious standards of men, brought about by lowered efficiency in vital stamina through fatigue and preventable disease.

Sixth: That the enlistment of men in volunteer service for others is a basic principle in the Young Men's Christian Association.

Therefore, it is an important part of the work of

the physical department to discover opportunities for service, and to lead and train men according to their capacities and fitness to assume definite responsibility for the religious, social and physical development of their fellows.

It being the special field of the physical department and because of the technical training of the physical director, it is their duty to promote the physical welfare of the whole membership and they should plan and inaugurate a comprehensive program for health education in cooperation with the other departments.

In addition to the social functions of the physical department, it should cooperate in the general social features of the Association.

The physical department committee should plan a comprehensive program for the Christian development of its members in cooperation with the Religious Work Department and should also cooperate in the general religious program of the Association.

Primarily it is the business of the physical department to plan and present a comprehensive and thoroughly scientific program which will meet all the physical needs of men and boys within the membership; and when this work is sufficiently established, and as time and opportunity present themselves, to project this program to those outside the membership in the community by additional organization and cooperation with existing agencies.

The work of the physical department can be divided under four heads:

1. *Hygienic*.—Gaining and maintaining health and

organic vigor, through exercise, and instruction in all matters pertaining to healthful living.

2. *Educational*.—Gaining control of the neuromuscular apparatus through tactics, calisthenics, gymnastics and the more formal types of exercise.

3. *Ethical and Social*.—The gaining of self-control, respect for the rights of others, and cooperating for the help of others, through group games and sports, and general supervision of the conduct of the members in the department.

4. *Religious*.—Persuading men to take a definite stand for the ideals of Jesus and to recognize the responsibility for promoting the Kingdom of God. This may be accomplished through definite religious instruction and direct Christian service.

RESULTS SOUGHT AND TYPE OF WORK FOR DIFFERENT GROUPS

PRE-PUBESCENT GROUP

<i>Results Sought</i>	<i>Type of Work</i>
HYGIENIC	
1 Securing of correct posture.	Calisthenics: corrective and general
2 Moderate muscular effort.	muscular movements;
3 Moderate effect on circulation and respiration.	jumping; vaulting; running; folk dancing; games for hygienic effect.

In this period growth in weight and height is reduced to the minimum. The boy tires easily and all work should be moderate in amount with frequent periods of rest.

EDUCATIONAL

- | | |
|---|--|
| <ol style="list-style-type: none"> 1 Coordination of the large muscle groups. 2 A sense of correct and exact muscular movement (what is popularly known as form). | <ol style="list-style-type: none"> 1 Calisthenics with or without apparatus, including fancy steps for coordination: 2 Swimming. 3 Jumping and vaulting and exercises on apparatus requiring momentary support with special reference to developing accuracy of movement. |
|---|--|

ETHICAL AND SOCIAL

- | | |
|--|--|
| <ol style="list-style-type: none"> 1 Obedience to law:
 (1) of the department.
 (2) of games and sports. 2 Respect for the rights of others. | <p>Informal games and sports in individual contest; athletics; handball; basket ball, etc., used simply as play.</p> |
|--|--|

PUBESCENT GROUP*Results Sought**Type of Work*

HYGIENIC

- | | |
|--|---|
| <ol style="list-style-type: none"> 1 Maintenance and securing of correct posture. 2 Increased muscular power. 3 Increased vigor of heart and lungs. | <p>Calisthenics: corrective and vigorous exercises involving the large muscle groups; jumping; running; vaulting games.</p> |
|--|---|

As this is the period when there is a strong tendency to overdo, incentives should be minimized and the need of restraint be recognized.

EDUCATIONAL

- | | |
|--|--|
| <ol style="list-style-type: none"> 1 Supply deficiency of training in coordination and accurate muscular sense (form). 2 Training in handling the body by means of the arms and shoulders. | <p>Calisthenics:</p> <p>for coordination, including fancy steps; exercises on apparatus requiring moderate length of support and increasing in complexity.</p> |
|--|--|

ETHICAL AND SOCIAL

- | | |
|---|--|
| <ol style="list-style-type: none"> 1 Supply deficiency in training in obedience to the law of the individual. 2 Obedience to group law. 3 Cooperation within the group. 4 Subserviency of the individual to the interest of the group. 5 A keen sense of justice in dealing with other groups. | <p>Games and sports in groups, requiring cooperation (team play); basket ball, baseball, group athletics, etc.</p> |
|---|--|

POST-PUBESCENT GROUP*Results Sought**Type of Work*

HYGIENIC

- | | |
|--|--|
| <ol style="list-style-type: none"> 1 Correction and maintenance of posture. 2 Development and maintenance of full muscular power and vitality. | <p>Calisthenics:</p> <p>Corrective and vigorous muscular movements: jumping, vaulting, running, games, wrestling, boxing, etc.</p> |
|--|--|

EDUCATIONAL

- | | |
|---|--|
| <p>Supply and continue training in coordination and accuracy of movement (grace).</p> | <p>Calisthenics:</p> <p>Fencing, apparatus work, full program.</p> |
|---|--|

ETHICAL AND SOCIAL

- | | |
|---|---|
| Supply deficiency of previous training in personal and group relationships. | 1 Continuation of games and sports of former groups. |
| | 2 Development of leadership, for basket ball, baseball and athletic groups. |

YOUNGER MATURED GROUP*Results Sought**Type of Work*

HYGIENIC

- | | |
|--|--|
| Maintenance of organic vigor and vitality. | Calisthenics:
corrective exercises and continuation of same work as in former group in greater intensity. |
|--|--|

EDUCATIONAL

- | | |
|---|--|
| Supplement and supply as much as possible deficient training of former periods. | Continuation of work of former groups with diminishing emphasis on exercises for educational effect. |
|---|--|

ETHICAL AND SOCIAL

- | | |
|---|--|
| Development of social interest and cooperation in social service. | Continuation of the group plan, emphasizing the social features. This is the period in which loyalty to the organization may be developed. |
|---|--|

OLDER MATURED GROUP*Results Sought**Type of Work*

HYGIENIC

Maintenance of organic vigor and vitality.

Main work of this group is the maintenance of health and vitality by means of calisthenics, games of individual interest seeking pleasurable vigorous exercises.

EDUCATIONAL

Only very limited results can be expected after the age of 25 in supplying lack of coordination due to defective training in former periods but perhaps some attempt should be made.

Very small proportion of the purely educational factor should enter into the work. It is only incidental.

ETHICAL AND SOCIAL

Continuation of social service.

Fair dealing.
Social equality:
association and community interest.

Where the findings of various investigators of age groupings are not uniform and as considerable overlapping must occur, latitude should be allowed when separating groups according to chronological age.

Wherever possible Dr. C. Ward Crampton's index should be used as a most satisfactory and easy method for determining groupings according to physiological age.¹

¹ See list of Books.

The membership may be divided in two ways:

1. According to physiological age as follows:

- | | |
|--|-------------|
| (1) Pre-pubescent, representing roughly ages | 12-14 |
| (2) Pubescent, " " " | 14-16 |
| (3) Post-pubescent, " " " | 16-21 |
| (4) Younger matured, " " " | 21-25 |
| (5) Older matured, " " " | 25 and over |

2. According to natural groupings:

Boys

(1) *School Boys*

Grammar School . . . 12-14

High School

Younger group . . . 14-16

Older group . . . 16-18

(2) *Employed Boys*

Younger group . . . 14-16

Older group . . . 16-18

MEN

(1) *Sedentary Workers*

Office and store clerks . . . 18-25

Younger business men . . . 25-40

Older business men . . . 40 and over

(2) *Industrial Workers*

(a) Those whose occupations demand vigorous use of large general muscle groups.

(b) Those whose occupations are more or less sedentary or limited as to space and require the use of small and limited muscle groups.

DAY'S ORDER

It is essential to the successful and efficient operation of any class session that it should have a definite order of procedure arranged according to the needs of the group.

The exercises in every day's order should be arranged to obtain the following results:

1. A gradual beginning.
2. An increasing intensity.
3. An increasing complexity.
4. A maximum intensity.
5. Gradually decreasing intensity.
6. Recreation and relation.
7. Bath and rub-down.

The session may be divided into:

I. CALISTHENIC PERIOD

- (1) Exercise to gain attention, tactics, marching, etc.
- (2) Introductory exercises:
to secure correct posture.
to increase the respiration and circulation.
- (3) Exercises for educational effect largely, control and coordination.
- (4) Exercises involving large muscle groups.
Hygienic effect.
- (5) Exercises involving smaller and limited groups of muscles.

S.C.B.R.T. W.B. LIBRARY

Date

Accn. No.

9597



2. APPARATUS AND ATHLETIC PERIOD

Work in this period can be arranged with reference to its hygienic or educational value or both, but in any case it should be made to fit into the preceding outline, and should be progressive from day to day.

3. RECREATION PERIOD

The work of this period should be planned to provide complete relaxation, through simple play.

4. FINAL PERIOD

This period includes the bath and rub-down.

Three class sessions per week are recommended for each group.

The relative time given to the different periods in each session are recommended to be approximately as follows:

1. *Pre-pubescent Group.* Age 12-14.

Total time of class session 1 hour.

Calisthenic period	20 per cent.	12 minutes
Gymnastic period	20 per cent.	12 "
Recreation period	60 per cent.	35 "
In gymnasium	15 minutes	
In natatorium	20 "	

If the length of the session be increased the first period in all cases should remain approximately the same, the increase being distributed over the two later periods.

2. *Pubescent Group.* Age 14-16.Total time of class session $1\frac{1}{4}$ hours.

Calisthenics	20 per cent.	15 minutes
Formal type	25 per cent.	20 "
Recreation	55 per cent.	40 "
In gymnasium	20 minutes	
In natatorium	20 "	

In this group provision may be made for the characteristic difference between high school and employed groups of the same age.

High school groups may be given more of the formal types of work by means of athletics, etc., while for the employed boy apparatus work may well be used.

It is especially important in this group that discipline should be emphasized.

3. *Post-pubescent—Employed boys.* Age 16-18.Total time of class session $1\frac{1}{4}$ hours.

Calisthenics	25 per cent.	20-25 minutes
Formal type	25 per cent.	20-25 "
Recreation	50 per cent.	45 "
In gymnasium	20-25 minutes	
In natatorium	20-25 "	

4. *Office and Store Clerks.* Age 18-21.

Total time of class session 1 hour.

Calisthenics	33 per cent.	20 minutes
Formal type	50 per cent.	30 "
Recreation	17 per cent.	10 "

5. *Younger Business Men.* Age 21-25.

Total time of class session $\frac{3}{4}$ hour.

(a) Afternoon group:

Calisthenics	70 per cent.	30 minutes
Recreation	30 per cent.	15 "

(b) Evening group:

(Same as for the above group.)

6. *Older Business Men.* Age 25 and over.

Total time of class session $\frac{3}{4}$ hour.

Calisthenics	70 per cent.	30 minutes
Recreation	30 per cent.	15 "

YEAR'S PROGRAM

The activities may be divided into:

1. *Winter Season.*—Beginning October 1st, closing May 1st, divided into two terms: (a) Oct. 1st to Jan. 15th; (b) Jan. 15th to May 1st. Or three terms: fall, winter, spring.

2. *Summer Term.*—May 1st to Oct. 1st.

WINTER PROGRAM

A program of work should be planned for every group of men and boys represented in the membership in harmony with its need as suggested in the previous outline.

1. Graded classes, including calisthenics, apparatus or athletic work and recreation.
2. Classes for business men, or others who cannot attend regularly, or to whom gymnastic work does not appeal.

3. Informal recreation periods in which all members of the group may take part, including calisthenics and recreation.
4. Organized recreative and competitive features in tournaments and leagues, in games and athletics in the gymnasium and natatorium.
5. Organized work in special features, such as boxing, wrestling, dancing, etc.

Provision should be made for public entertainment and presentation of the more formal activities of the department.

Where activities outside the building are possible during the winter terms, methods for promoting and organizing them should be provided.

SUMMER PROGRAM

I. WORK IN THE BUILDING

- (1) Informal classes in calisthenics and gymnastics may be held where interest can be sustained.
- (2) Informal, and sometimes organized, games and sports in the gymnasium and especially the natatorium may be planned.

2. WORK OUTSIDE THE BUILDING

(1) *Association Athletic Fields*

- (a) A thorough organization should be planned for systematically teaching the various athletic sports and games.
- (b) The promotion of leagues and contests in the various outdoor sports.

Where no athletic fields are provided but use can be made of public parks and fields, the same type of work may be conducted as suggested above.

(2) *Camps*

Every Association should provide opportunities for camping for longer or shorter periods, such as:

1. Summer residential camps for the entire season, or
2. For shorter periods and week-end trips.

Provisions can be made at these camps for conducting all or part of the athletic and aquatic features.

(3) *Camping Trips*

These may vary from week-end or single-night trips to those extending over longer periods.

All these camping parties should be thoroughly organized under competent Christian supervision.

(4) *Outings*

Frequent tramps or trips by boat, rail or street cars to places of interest may be arranged.

Guides or leaders who can point out places and things of interest make these outings both pleasurable and profitable.

(5) *Vacation Bureaus*

The procuring, tabulating and dissemination of information about all classes of summer resorts, camps, etc., where men may spend their vacations, including places where it may be possible for men of small means to have a vacation and where part or the whole of the expense may be met by working part of the time, will be found very helpful.

III

GENERAL ORGANIZATION AND RELATIONSHIPS

The work of the Association as a whole is controlled by a board of directors of which the general secretary is the executive officer.

This board of directors is elected by the voting membership in the way prescribed by the local Association's constitution and by-laws.

In cooperation with the general secretary and department secretaries or directors, the board of directors appoints committees for the supervision and management of the various departments. The control of the physical department is under the supervision of the *Physical Department Committee*. In order to keep clear the line of authority and responsibility, this committee should consist of five or seven members, at least three of whom, including the chairman, are members of the board of directors or committee of management. As no college would appoint or allow students to elect a committee from its number to wholly decide matters pertaining to the curriculum, or to choose members of the faculty; as no business house would select a committee from its customers to manage its business; so this committee must be composed of men of ability and standing in the com-

munity whose interest is in the Association as a whole, and who are also in intelligent sympathy with the physical department objective. This committee should legislate for the department. Its work should include: (a) general policy of the department; (b) budget; (c) equipment; (d) matters of general service, as religious and health education, membership promotion, financial solicitation, extension work, etc.; (e) employment of the physical director and his staff.

This committee may from time to time appoint subcommittees for special investigation or to promote some particular service. When their work is completed and their report rendered, they should be discharged.

There should be stated meetings, ordinarily once a month.

The secretary, because of his relationship to the entire work, should be kept in touch with the business of the committee. He should, as far as possible, attend all meetings of the committee and receive a copy of its minutes and reports.

At each meeting of the committee the physical director as an *ex officio* member and the executive officer of the committee should present a financial and statistical report and such constructive recommendations as he may deem necessary. When adopted it becomes a part of the report of the committee to the board of directors.

Busy men do not waste time on poorly planned meetings or consider inconsequential matters. Each meeting, therefore, should be carefully thought out in advance.

When new or unusual matters come up for consideration, it is wise to acquaint the members of the committee beforehand that such matters are to be considered.

There should be a written policy for the year containing an outline of the department activities, such as plans for classes, leagues, competition, religious work, educational work, extension work, etc. This with the committee's visé, and preferably accompanied by the budget, should receive the endorsement of the board of directors before being put in force.

In addition to the Physical Department Committee it is well to have a second committee or *Council* whose organization is more representative. This council should be formed of the chairmen of all sub-committees in the department (see diagram on page 33).

To keep all parts of the work in the right relationship to each other, committees should be appointed from the membership to have charge of the various distinctive group activities of the department. All such work shall be under the direct supervision of the Physical Department Committee and no plans shall be effective until authorized by it.

All receipts from classes, clubs, or for special services or instruction and miscellaneous expenses should clear through the general business office.

The diagram on page 33 illustrates a form of physical department organization.

IV

DEPARTMENTAL ORGANIZATION—WORK- ING DETAILS

These "working rules" are suggested as a brief and practical form of regulations for the transaction of business in committee meetings and for the routine administration of the department.

Most Association constitutions contain a preamble paragraph similar to the following:

"The physical department committee shall promote physical training and health in the department and community by such means as are consistent with the aims of the department. This committee shall have charge of all rooms and equipment devoted to this work, and shall recommend for employment to the board or committee of management such directors and other employees as are necessary for the prosecution of the work of the department.

"The committee shall also be responsible for the development of the definite religious and social purpose of the Association among the members of the physical department."

By this provision, the physical department committee, subject only to the control of the board of directors, has charge of and is responsible for the work of the department, and since they have employed a trained executive, to him should be left the actual details of routine administration, discipline,

and the selection of methods so far as they do not conflict with established Association or department policies. Results can then be secured more readily and the director can be held to strict accountability for whatever may or may not be accomplished.

1. MEETINGS. The regular meetings of this committee shall be held Special meetings may be called by the chairman or by any two members of the committee.

— members shall constitute a quorum for the transaction of business.

The order of business at all regular meetings shall be as follows:

Prayer.

Approval of minutes.

Emergency business, as determined by chairman.

Reports of subcommittees and action thereon.

Report and recommendations of physical director and action thereon.

Unfinished business.

New business.

Adjournment.

At special meetings no business of any nature shall be transacted except that set forth in the Notice or Call.

2. COMMITTEE ORGANIZATION. This committee and its chairman are appointed by the chairman of the board of directors. This committee shall also have a vice-chairman and a secretary, who shall be appointed by the chairman of this committee and hold office at his pleasure.

The duties of the chairman shall be those usually pertaining to the office or as provided for by the by-laws of the Association or by these working rules.

The vice-chairman shall perform the duties of chairman in the latter's absence.

The secretary shall keep a careful record of all the committee's transactions, and perform such other duties as may be assigned to him in the by-laws.

3. BUSINESS ROUTINE. To facilitate business routine sub-committees may be appointed by the chairman as needed.

The physical director is the executive agent of all committees for handling the business and affairs of the department of every nature and description.

He shall, unless specifically restrained by the established policies or action of this committee, exercise his own judgment in all matters of detail in business administration or discipline and management, consulting with the chairman on all questions of importance or difficulty. He shall make no change in established policies without approval of the committee.

Unless otherwise provided for in the language thereof, every motion or resolution passed by the committee shall be considered immediately operative.

In addition to the physical department committee it is wise to have another committee or council composed of chairmen or representatives of classes, clubs and other organized branches or activities in the department, to bear an advisory relationship to the physical department committee and to the physical director, and whose function should be largely inspirational, promotional and to correlate the various activities.

The "council" should be presided over by the chairman or other member of the physical department committee.

Some Associations unite these committees in one, but, as a rule, this is not desirable. The physical director needs a small legislative committee for consideration of the most delicate problems as well as the larger matters noted, a committee free from the influence of special interests, such as is represented by the physical department committee. The physical director needs a larger and representative body to bring to him the desires and point of view of the membership and to cooperate in the promotion of activities.

In cooperation with the physical director the physical department committee should appoint or organize as many promoting committees as are necessary to carry out the work of the department.

MEMBERS

BOARD OF DIRECTORS

PHYSICAL DEPARTMENT COMMITTEE

PHYSICAL DIRECTOR

PHYSICAL DEPARTMENT COUNCIL

Religious
Medical Board or Staff
Educational
Social
Athletics
Aquatics
Basket ball
Classes
Hand ball
Indoor base ball
Leaders
Volley ball
Wrestling
Extension
And others

THE ORGANIZATION OF THE PHYSICAL
DEPARTMENT

POLICY

Reasons for Adopting a Policy

In order to conduct the affairs of the physical department in an orderly way, to check up the work as it progresses during the year, to measure this progress from year to year and to note the advance made, it is essential that there be a written policy.

This policy should be formulated and submitted

well in advance to the board or committee of management.

It should contain a complete program of the proposed activities for the year.

The budget should be based on the policy for the proposed season's work.

Both budget and policy should be presented to the board of directors after securing the approval of the physical department committee; because of their close relationship they should be presented at the same time.

The following is a suggested outline which may be used as a basis for a policy:

POLICY OF THE PHYSICAL DEPARTMENT OF
_____ ASSOCIATION

Object

The object of the physical department of the Young Men's Christian Association is to promote by means of exercise, recreation and education the highest physical, mental and moral efficiency of men and boys as essential in the development of the best type of virile Christian manhood.¹

Committees

Under this heading should be enumerated a list of those committees which it is proposed to organize to promote the various activities for different groups in the department with such details as are deemed advisable. The following may be included among the

¹ This is taken from the object set forth in the report of the standardization conference and should appear in the policy of every Association.

committees: Gymnastics, athletics, aquatics, wrestling, visitation, religious, social, etc.

Medical Staff

Particulars regarding the organization, number and duties of the staff should be given.

Leaders' Corps

A general statement should be presented covering the policy of the corps, the time of meetings and the special points of emphasis to be made during the year, together with the schedule of work in theory and practice.

Gymnasium Classes

Because of the great importance of class instruction it should be given the largest place in the department program. Nothing should be allowed to interfere with the class work. A complete schedule of classes for the various groups should be given with dates for beginning and closing and days and hours of session.

Special Classes and Instruction

Mention should be made of all special classes which it is proposed to organize, such as boxing, wrestling, fencing, swimming, tumbling; also individual instruction in body building and corrective and medical gymnastics where such are to be provided.

Athletics, Tournaments and Leagues

Under this heading should be included a statement as to whether or not the Association shall join the

Athletic League and how clean athletics shall be promoted. It should be specifically stated whether or not representative teams are to be promoted and the policy which is to govern. Also details regarding organization of league tournaments, tests and meets.

Examinations

It should be stated whether these are required and the character of the same, and if personal interviews shall be given in cooperation with the religious work department.

Health Education

Here should be stated the various methods to be promoted, such as health talks, first aid organization, the use of printed matter, the organization of the health league, the arrangements of exhibits and so on.

Aquatics

Outline the classes and character of work to be conducted, such as classes for beginners, advanced swimming instruction, the holding of campaigns, the promotion of life saving, and water games.

Religious Work

This should include a statement of the policy for religious work in the department, the definite plans, the number and character of Bible classes and the method to be pursued in cooperation with the religious work department of the Association.

Extension Work

Types of work and methods of procedure should be stated.¹

BUDGET

The following indicates what an annual physical department budget should contain. The items will vary in different Associations. Some include receipts from membership fees. The items will be arranged in accordance with the general policy of the Association.

(A) INCOME

	Actual Receipts for Previous Year	Estimated Budget for Present Year
<i>Membership</i>		
.... Business men at
.... Young men at
.... Grammar school boys at
.... Employed boys at
.... Students at
.... Special members
<i>Special Fees</i>		
Boxing
Wrestling
Fencing
Aquatics
<i>Private Instruction</i>		
Boxing
Wrestling
Fencing
Aquatics
Medical Gymnastics

¹ In the appendix on page 187 detailed policies for a large and a small Association appear.

	Actual Receipts for Previous Year	Estimated Budget for Present Year
<i>Massage and Special Baths</i>		
Massage
Special baths
<i>Supplies</i>		
Gym clothing
Special supplies
<i>Miscellaneous</i>		
Towels and soap
Exhibitions and meets
Surplus to apply on over- head charge
	<hr/>	<hr/>
TOTAL

(B) EXPENDITURES

<i>Salaries</i>		
Physical director and assist- ants
<i>Wages</i>		
Janitor
Locker clerks
Musician
Stenographers
Special instruction
<i>Publicity</i>		
Advertising
Printing
Postage
<i>Athletic Field</i>		
Equipment
Repairs
Laundry
Traveling
Conferences and summer schools

Supplies

Gym clothing
Special supplies

Miscellaneous

Towels and soap
Exhibitions and meets

TOTAL
-------	-------	-------

This budget may be separated into a monthly statement.

ADVERTISING

The importance of good advertising for extending the use and influence of the department cannot be overestimated. All advertising, therefore, should follow certain fundamental principles and methods. Money is often wasted in advertising. Good advertising, however, will bring adequate returns. Avoid cheap advertising; it is an established fact that cheap material does not bring good results. Be honest; do not make exaggerated and extravagant statements. The Association should be fully prepared to carry out the things advertised.

The part of the work that appeals to the majority is class instruction, and in advertising this should receive emphasis. The department work should be well balanced so as to create a right impression in the public mind. Class instruction, competitive games and athletics should have their proper place. Advertising material should be stated in few words and in good English. The best printers should be em-

ployed and all illustrations made from good photographs of activities that best illustrate the work.

The public should be impressed with the fact that the Association through this department conducts a work that is scientific, and that its purpose is body-building and the development of Christian manhood. Pictures of circus performances or special acrobatic stunts should be avoided. A dignified prospectus containing the various attractions of the physical department should be issued, containing half-tone illustrations of the work done in the department. If this material is to become a part of the general Association booklet, it should be given its proper place from the standpoint of advertising value and salesmanship—it should be placed first in order if the membership in the Association is largely in this department. The material in the prospectus should be carefully edited. The general Association prospectus can deal with the departmental work only in brief. The departmental prospectus may deal with the work and attractions more in detail and by the larger Associations should be issued under a separate cover. The prospectus should be well printed, on good paper and in attractive style. It should have careful distribution and not be thrown about promiscuously. Leads and requests for the prospectus may be obtained through return postal cards, dodgers and leaflets, using these for general distribution, and, through newspaper advertising, requesting the reader to write for further information.

The satisfied member is the best advertising medium, and as about seventy per cent of new members join because of friends in the Association, advantage

should be taken of this most fruitful source, requesting the members to speak to their friends, by asking members to introduce their friends to the officials of the Association, by allowing a member to extend to a friend who may be a prospective member, the use of the privileges free for a short period, and by the informal "get-one" campaign.

Newspaper advertising should be undertaken with care, as here money may be quickly squandered. This advertising should be timely and the space sufficiently large to attract attention. The advertisements should be inserted on the sporting page, and it is often best done through advertising agents. A study made in one city of the results obtained from the same advertisement inserted in the Sunday and in the daily issues show twenty-two per cent more replies in favor of the daily.

The systematic cultivation of the press is one of the best methods of keeping the Association before the public. Unfortunately, basketball, athletics and competitive sports are the things mentioned most in the papers, whereas something connected with the more important phases of the work receives limited mention, as it is not considered news. Frequently this gives the public a wrong impression. The best methods of cultivating the press are: First, having a reporter in the gymnasium membership; second, acquaintance with the sporting editor; third, cultivation of reporters, to whom material is sent; fourth, keeping the papers informed of special events; fifth, systematic cultivation of and constant contact with the press through sending other material of public interest not strictly related to the local Association.

The use of return postal cards, stating on them some important facts (the return part addressed to the Association), and asking for information, will bring definite results. Personal letters to business and professional men bring good returns. Dodgers, cards and blotters distributed in large quantities will be found of advantage. Novelty postal cards will sometimes prove of value. In many cities the police or polling list may be obtained; it will give the age, occupation, color and address of all voters, and will be valuable.

Attractive bulletin boards and posters should be made use of, especially at the opening of the season's activities, but will be found of the most value in advertising special events. Such posters must be placed where they will attract attention.¹

Window cards are best used for special events and the opening of a department "bulletin" is valuable if neat and attractive. Make the headings legible and "catchy." Use a cartoonist if you have a good one. If typewritten material is used let it be well spaced, in different colored inks if possible, and divided into sections, each with its own heading. Keep the board fresh, changing often.

The follow-up system. All members should receive a notice of the expiration of membership from the main office. This should be followed up by a personal letter signed by the physical director, expressing regret that the member has not renewed, hoping he will do so soon, and calling his attention to any clothing that may have been left in his locker. This should be again followed by a personal letter, telling

¹ See Appendix, page 220

him of the rules regarding clothing, holding of locker beyond a certain period, and again requesting him to continue in the department or take up some other activity in the Association. The following up of members not attending the gymnasium regularly will be found helpful in cultivating the membership.¹

Special agents. It has been found advisable in some Associations to have a man to follow up the leads received through return postal cards, newspaper advertising and picked lists of former members who have not renewed. Some of the special features, such as the business men's club, may have its membership increased by this method.

Visitors' gallery and exhibitions. A good visitors' gallery is one of the best means of advertising. Exhibitions in which is shown only the legitimate work of the department, held at regular intervals for the public, will be found of great help. Athletic meets may be made fruitful in the same manner. All programs should call attention to the department privileges.

Entertaining in groups. Inviting a group of men from a number of large business houses, factories, offices, banks and church clubs and classes for an evening in the department will, if properly conducted, bring results. On these occasions it is well to have the gymnasium work include men from the stores, factories or clubs from which the visiting groups come, if there be such.

The cultivation of the membership and committees is essential to the best results of the work in the department. Sending a letter or a nicely-worded

¹ See sample letters in Appendix, page 201

postal card to the man who is not attending will show that he is not forgotten. Sending notices and reports will be found helpful. Where possible it is advisable to have all advertising and printed matter clear through one man; especially is this true in the larger Associations.

The stereopticon has been found useful in advertising campaigns in some cities. The apparatus, mounted on some vehicle, is moved to different advantageous points, where the slides—cartoons and printed matter—are thrown upon blank walls or canvas erected for the purpose. Printed matter may be distributed among the onlookers.

Talks before men's church clubs and other men's organizations in the city give publicity to the work.

FEES

Fees depend upon the size of the Association and the plan of organization and are classified as follows:

I. FULL MEMBERSHIP FEE: a. including locker;
b. locker fee extra.

In most Associations the full membership fee includes the general privileges of the physical department, such as the use of the gymnasium, baths and natatorium. The locker fee should be included.

This fee may include ticket for the following groups:

Grammar school boys,
High school boys,
Employed boys,
Young men,
Business men.

Fees may be arranged to suit special groups for stated or limited periods, *e. g.*:

Students,
Firemen,
Policemen,
Ministers, etc.

Short-term full membership tickets are issued for the summer months by many Associations.

Business Men's Club or Class. Recently many Associations have adopted a special business men's membership fee (which is in excess of the regular full membership fee) for which special dressing room accommodation and club features are provided.

2. À LA CARTE FEE

In a few Associations there is a fixed minimum fee for all who join the Association and additional fees for the following general privileges of the physical department: a. baths and lockers (not including natatorium); b. gymnasium; c. natatorium.

These privileges may be secured for a year or a shorter period. Any privilege may be secured once or oftener by the payment of a single fee for each participation.

FEES FOR SPECIAL FEATURES

A. Classes

Extra fees may be charged for enrollment in classes like the following:

Boxing.
Wrestling.
Fencing.
Aquatics.

Advanced gymnastics.

Normal course in physical education.

First aid.

Lecture course in eugenics, hygiene, etc.

B. Private Instruction

1. Boxing, wrestling, fencing, aquatics, etc.

2. Body building and corrective and medical gymnastics.

C. Massage and Special Baths

Finances for all special features should clear through the main office. No cash should be received by instructors or attendants.

FEES OF CLUBS AND TEAMS

Where there are membership fees in connection with clubs or teams, the fees should be deposited by their treasurer with the Association treasurer, who should hold them as trust funds. The accounts of clubs and teams should show clearly all receipts and expenditures and be audited annually. All matters pertaining to the finances of clubs should be subject to the approval of the physical department committee, and their books be kept on file in the office of the physical director. Loose leaf books of good quality and uniform size should be used by all clubs. This will facilitate the typewriting of minutes and statements and also the permanent filing of records and material.

LOCKER FEES

Locker fees should be included in the full membership fee. The fee will vary in amount according

to the size and location of the locker and the class of membership.

Where a separate fee is charged for the locker it should cover the same time as that of the membership in the Association.

All locker fees, together with deposits, for keys, should clear through the main office of the Association.

OFFICE RECORDS

Business ability is an essential qualification of the physical director. Nowhere can this be shown to better advantage than in the conduct of his office. He should keep his office neat and clean and should have it fitted with modern office furniture adapted to the needs of the work. Letters, report cards, etc., should be kept in their proper places and not scattered about the office. The director should be neatly dressed and well groomed. The office should not be a dressing room. His bearing should be in harmony with his surroundings. This will have a wholesome effect on the membership.

Records of the department should be accurate in every detail—guessing is not a business trait; they should be simple, but complete—recording the essential operations of the department. The records in one Association should agree with those of another—there should be uniformity in the keeping of records throughout the country, so that annual reports to the International Committee may be intelligible.

Locker Rooms. There should be a triplicate card index for members holding lockers in the physical department. One should be by name. On this card

there should appear the member's name, address, telephone number, number given member and locker number, date of joining, date of expiration and such other data as is deemed advisable. Another should be arranged numerically, with name, date of joining, date of expiration and the calendar months and days of the year, so that attendance can be kept. A third card should be arranged as to locker number, and on this should be the name, date of entrance and date of expiration.¹ All these cards should be filed in a convenient place with the locker room custodian.

If keys are used in connection with the locker or padlock they should be hung on hooks in a cabinet which can be closed and locked. Small round cardboard tags with metal rim, perforated near edge, one and one-quarter inches in diameter, and of various colors, may be hung with each key to give definite information regarding certain facts, for example:

Red tag—membership due.

Blue tag—gymnasium member.

Yellow tag—gymnasium and plunge.

Pink tag—locker or box vacant.

White tag—call at office.

On the above tag can be placed the member's number, name, locker or box number.

Lockers should be assigned at the physical department office. All fees and deposits should be paid at the general office. No locker should be assigned without presentation of signed certificate of examination.

If the combination lock is used, a card giving directions for the working of the combination should be

¹ See outline of year book statistical blank, Appendix, page 221.

given. On the back of this card should be a few simple rules for the use of the physical department. A similar card should be given when the key system is used.

As the lockers are assigned a record should be made at once on a duplicate pad. A permanent record should promptly be made from this on index cards.

Thirty days before date of expiration the general office should write the member a letter mentioning this fact. This letter should be followed by others as the case may demand. If the member does not renew he should be notified that his locker has been taken. A record of clothing taken from the locker should be made on cards for that purpose. This may be printed on the back of the record card for attendance.¹

These cards should be filed with the expiration cards; when goods have been called for the card should be signed and filed. If goods are otherwise disposed of record of facts must be made. The clothing taken from lockers should be put in bags or tied in neat bundles and tagged with name, locker number and date. These goods should not be kept more than sixty days after date of expiration, and this rule should be stated on the membership ticket or locker card.

Attendance. An accurate record of attendance is essential. This may be kept by means of the card mentioned under "Locker Rooms" on page 48. This card contains the year's calendar, and the attendance may be punched or checked on the same. The

¹ Sample cards in Appendix, page 211

member gives his number when entering, and the attendant, then or later, checks up the card. Visitors may be counted by their pass cards. Other methods are Moore loose leaf filing system, and by taking record of half-hour periods when men enter the department.

To insure accuracy all members and visitors must pass the department through the same entrance.

An attendance record of members taking part in various activities is very desirable. This may be easily obtained at the same time. Have a long, narrow box, divided into compartments, marked class, swimming, bath, hand ball, etc. The attendant asks the man his activity and slips a card marked with member's number into the appropriate compartment. These cards in the various compartments are counted the next morning and can be checked up on the member's card. Thus a record is readily made of the activities used and the individuals using them. These can be used to follow up members and for getting in touch with individuals for games and athletics.

CORRESPONDENCE

A first essential is that all correspondence in connection with the department be given prompt attention. Letters should be filed in the department, either under the name of the correspondent or according to the subject matter or both. Such correspondence should not be considered as belonging to the physical director. In the event of the physical director changing fields all material relating to the local work should be left on file for his successor.

All periodicals, health literature and similar matter should be kept in separate files.

PERSONAL BUSINESS HABITS

General hints regarding the physical director in relation to business methods:

1. All business correspondence should be answered promptly.
2. All important letters should be typewritten and a copy of the same filed.
3. All reports should be given prompt attention.
4. Each day's activities should be planned and time systematized.
5. Promptness in keeping appointments is vital.
6. Promptness in opening and closing classes should be strictly adhered to.
7. The habit of putting first things first should be cultivated.

CONTROL OF THE DEPARTMENT

The cost of maintenance is an important item. In planning a building this should be kept in mind that this item may be reduced to a minimum consistent with efficiency.

When this has not been done, it may be wise to change the construction even after the building has been erected, in order to get the desired results.

The attempt should be made to have one and the same individual control the entrance to the gymnasium, locker rooms and showers. The individual in charge of the natatorium, however, should not be

asked to look after any other section during the hours when the pool is open for use. This recommendation is made in order to guard against possible drowning accidents. The man in charge of the natatorium should be a good swimmer who has passed a recognized life-saving test. The entrance to the natatorium should be barred when there is no water in the pool or when no one is present in charge of the pool.

SUPPLIES

Clothing, etc. Unless the employed staff is large enough, or a special clerk in charge, it is better to place gymnasium supplies on sale in a general Association store where educational and other supplies are handled.

The question as to whether an Association should sell gymnasium clothing is a debatable one. Its advantages are, convenience of members, aid in establishing a uniform costume where this is desired, and a source of income. The possible disadvantages are those incidental to selling goods. It is often unwise, especially in small cities, to compete with business firms. Physical directors or other employees should not manage such a business venture as a form of personal income, nor have such apply on their salaries. A cash register is a convenient method of checking sales.

If the Association sells supplies of any kind, the money received from the sale of such articles should be used to pay the dealers from whom the goods were bought. It is unwise to use this money for other purposes.

In ordering supplies regular order blanks in triplicate should be used.

Clubs. All supplies for the wrestling, fencing and other clubs should be ordered through the general business office of the Association. It is bad policy to allow representatives of these different clubs to contract bills in the name of the Association.

Renting of Towels. Arrangements should be made so that members can rent towels from the Association at not to exceed three cents each. Soap also should be on sale. Many Associations now furnish small cakes at a penny each, or include the soap with the towel. The charges for towel and soap are determined by the cost of the material and laundering.

To insure the return of towels by members, a common practice is to require a member to bring back to the counter the used towel in return for the membership ticket which he left on deposit when entering the locker room.

UPKEEP

Inspection. The apparatus, especially that which is suspended, should be frequently inspected for worn parts or loose belts and screws. Flaws in the apparatus may result in serious accidents.

Repairs. Apparatus should be kept in good repair. Broken dumbbells, wands, etc., should be removed at once. Broken pulley weights should be taken down until repaired. Loose tiling, broken cement, leaky shower heads and valves should be attended to promptly.

Good housekeeping. By diligent attention any man may learn to quickly detect dirt and demand clean-

liness. A director's success is frequently measured by his housekeeping. A well-kept place has a direct moral effect upon the members, and upon the directors as well.

Janitors. If the organization is small and employs no superintendent of building, the physical director should have under his charge a janitor for a certain period—scarcely ever less than one man's full time. The physical director, unless the janitor is very unusual, will have to systematize and supervise his work, telling him just what to do and how to do it. Therefore, a physical director should know methods of cleaning. In large Associations the janitor force is under the direction of an expert building superintendent, and though the physical director may say "Keep the department clean and in repair," he will often have to suggest ways and means, and should have the janitors responsible to him for action in emergencies.

Sanitation. The following hints on the care of the department are given:

The first essential of a gymnasium is that it should be clean. The floor should be swept thoroughly every day. Wet sawdust sprinkled on the floor will allay dust and make it cling to the broom or brushes. An oil-soaked cloth cover on the broom will also collect the dust, and in addition give to the floor a freshened appearance. The floor should be mopped weekly. All the apparatus, both fixed and movable, should also be treated daily with a moist cloth, not a duster. The running tracks need a daily sweeping, and the mats should be cleaned daily with a vacuum cleaner. Painted mats do not absorb the dust so

readily and are easily cleaned. The mats of every gymnasium should be sterilized periodically.

Before the fall opening of the physical department, the walls should be washed with a disinfecting solution, and every nook and corner of the gymnasium thoroughly cleansed. A similar application should be made to the lockers, which should be scrubbed inside and out and all dusty clothes removed. To do this at the end of the season is not adequate—it ought to be done oftener.

Early in the fall all the openings of the room should be made air-tight and the gymnasium submitted to a thorough fumigation of formaldehyde. For this purpose a solution of six ounces of permanganate of potash to a pint of formaldehyde for every thousand cubic feet of space should be used.

The use of non-spilling cuspidors, containing a germicide preparation, or better still running water cuspidors, should be furnished. These should be cleansed daily.

Particularly should the use of the swimming tank be guarded with reference to expectoration, due to the strangling effect of accidental swallowing of water. The use of swimming suits or trunks of any kind should not be permitted, and a soap bath should be insisted upon. The tank should be emptied and scrubbed every day unless the water circulates through a filter. Occasional application of hydrochloric acid should be applied to discolored tile. If impracticable to renew the water in the tank daily, it should be done by all means each alternate day, unless a modern filtration system is installed which will keep the water in a constant state of cleanliness.

Strict precaution should be taken with reference to individuals having skin diseases of a contagious character—they should be absolutely denied the use of the baths.

Watch should be kept to detect venereal diseases. In addition men with weak hearts should not be permitted to use the swimming bath.

Men subject to fainting spells or epileptic fits should be denied the use of the department unless closely supervised. Bathrooms and locker room floors should receive a daily mopping. Urinals and closets should receive not only a cleansing, but the seats should be washed with an antiseptic preparation. Sanitary fountains should displace public drinking vessels, and roller towels be entirely replaced by individual ones.

The mouthpiece of the spirometer in the examination room should be washed with a tasteless antiseptic solution before using, and mouthpieces should be non-absorbent. Wooden mouthpieces for use with each may be purchased at small cost.

A sterilizing room may be installed where towels and clothing can be submitted to a thorough treatment.

Most gymnasiums are kept too warm. A temperature of not over 65 degrees is advisable. The bathrooms should be warm and well ventilated. Where possible, baths should not be located in the same room with lockers, as the air becomes oppressive with the humidity. Every morning open all windows in the gymnasium and locker rooms for thorough ventilation. Partitions and obstacles that keep out the sunlight and air should be avoided.

Dirt, darkness, dust and foul air are the enemies of health. Cleanliness should be the first principle. An equipment that is not elaborate may be exceedingly attractive, if clean.

ACTIVITIES

CLASSES

Program of Classes. In order to adequately meet the physical needs of men and boys of the community and membership, classes are organized according to age and occupation. Use the classification which follows chronological age rather than physiological. For outline of proper basis for the arrangement of classes see pages 15 to 20 inclusive.

V

DEPARTMENTAL PROGRAM

Stripped of philosophy, methods and rules, which are treated in other chapters, the skeleton outline of a program for the physical department is here presented. It contains the fundamentals only. It is more comprehensive than most Associations can carry out. It is suggestive. It establishes a goal.

Examination

It is essential that every member be given an examination before participating in the physical department activities:

1. To determine his general physical condition, as a basis for advice and counsel.
2. To bar out undesirables.
3. To afford an early opportunity to present to a new member the general aim and scope of the Association.

Health Education

1. The physical department should take the chief responsibility for the individual health education of the entire membership.
2. Health talks and lectures among the members are recommended wherever practicable. These may often take the form of short pointed talks to the

gymnasium men, to an educational class, or to other groups in the building. More formal lectures may be given when experts can be secured, as opportunity may present.

3. For general health promotion, an Association national organization is recommended, and that ways and means be provided for bringing the same into effective operation.

4. It is very desirable to promote classes in "first aid" within the membership of the Association. This should be done in cooperation with the educational department.

5. Classes in hygiene, physiology and kindred subjects may be organized as occasion demands.

PROGRAM OF CLASSES

In order to adequately meet the physical needs of men and boys of the community and membership, classes should be organized according to age and occupation.

SPECIAL CLASSES

Leaders' club	College
Civil service	Wrestling
Pastors	Fencing
Newspaper men	and the like

PROGRAM OF RECREATION

I. INFORMAL. 2. FORMAL

I. INFORMAL

- (a) within the building (should as far as possible be a part of the class program).
- (b) outside the building.

(a) *Within the Building*

Volley ball	Soccer
Indoor baseball	Gymnastic games
Basket ball	Fencing
Hand ball	Wrestling
Athletics	Boxing
Group games	Swimming
Hockey	Bowling, etc.

(b) *Outside the Building*

Baseball	Hiking
Soccer	Camps
Lacrosse	Aquatics
Tennis	Canoeing
Athletics	Rowing
Cross country running	Swimming
Winter sports	Sailing, etc.

2. FORMAL

Events as in 1 (a)

Intra-class or group games

Inter-class

Dormitory

Commercial

Industrial

Grade school

Promotion

High school

Business college

Playground

Neighborhood house

Inter-group or city (invitation)

Representative (if desirable)

DEMONSTRATIONS AND ENTERTAINMENTS

To secure social value as well as to popularize the work in the community, frequent demonstrations of the various phases of physical activities should be held to which the public are invited. To avoid the dangers of commercialism admittance should usually be free and by invitation card or ticket. The events should not digress far from being demonstrations of the regular activities, so that the public as well as the participants may be impressed with the earnestness, wholesomeness and yet joyousness of the work.

Class work	Ladies' night
Class work and musical	Parents' night
Circus	Pops
Athletic	Game nights
Special features	Festivals
wrestling	Carnivals
fencing	Y. W. C. A. visitation
tumbling	Aquatic sports
gymnastic dancing	
pyramids, etc.	

SOCIAL PROGRAM

All phases of the work of the physical department should be conducted with a social emphasis or value. Activities rightly conducted are social-physical.

Music is an aid in securing social results.

At times physical activities may be conducted with the social element predominating, such as the circus, Hallowe'en stunts, etc. Class, club or other group

dinners may be held occasionally or to celebrate closing of terms, series, leagues, etc.

PROGRAM OF RELIGIOUS WORK

GENERAL

The dominant objective of the physical department is in harmony with that of the Association which is to develop efficient Christian manhood, and all activities in the department should be conducted with this objective.

SPECIFIC

In cooperation with the religious work policy of the Association as a whole this program may include:

1. An adequate program for personal work.
2. Religious education.
 - (a) Bible classes.
 - (b) Life problem and discussion clubs.
 - (c) Lectures and studies on personal and community hygiene.
 - (d) Studies in ethics.
 - (e) Studies in sociology and allied subjects.
 - (f) Mission study classes and lectures.
3. Miscellaneous.
 - (a) Service in the general religious activities of the Association.
 - (b) Cooperating with the general agencies in promoting missionary enterprises.
 - (c) As volunteers cooperating in the general extension work plans.

PROGRAM OF EXTENSION WORK

The extension work program must be the outgrowth of a strong internal program—should cooperate with agencies in the field as far as possible, in lines of clearly defined need, and may include the entire Association program of health education, physical training and play activities among groups as follows:

PRACTICAL—In cooperation

A. *With organized groups.*

1. Sunday schools and churches.
2. Educational institutions.
3. Playgrounds.
4. Settlements.
5. Industrial groups.
6. Commercial groups.
7. Special—Orphan home, etc.
8. Public service headquarters.
9. Picnics.
10. Intra- and inter-groups or districts of above.

B. *Miscellaneous.*

1. Swimming campaigns.
2. Carnivals.
3. Winter sports.
4. Expositions.
5. Holidays.
6. Providing officials.
7. Training class.
 - a. Officials.
 - b. Playgrounds.
 - c. Sunday school or church.

EDUCATIONAL

1. Health education in shops, stores, schools, clubs, settlements, churches, etc.
2. Sex education.
3. First aid and life saving.
4. Cooperation with employers to secure better health conditions.

VI

DEPARTMENT LEADERSHIP

The general control of the physical department is vested in the physical department committee, which with its various subcommittees should be constituted of men of Christian character, imbued with high ideals respecting the value and obligation of ministering to the physical needs of the men and boys of the community. This committee will carry on the work of the department by the aid of certain officers and helpers:

1. The director of physical education is the general executive in charge. He is the trained expert, and his qualifications and relationships will be given full treatment in the succeeding pages.

2. The director will often have one or more paid assistants, and these men should, to a certain degree, possess the character and qualifications of the director himself; they are supposed to be in training for promotion, and if successful in the lesser sphere are quite sure to be called to the higher one.

3. Special instructors, along various lines, are required in the larger Associations. These should be men of moral character and be possessed of adequate knowledge, experience and teaching ability in their respective subjects to distinguish them as leaders.

4. Volunteer leadership has always been an important element in the physical department. Committee-men, squad leaders, team captains and managers, club officers, etc., should be persons of high purpose and clean lives, in sympathy with the Christian ideals of the Association. As rapidly as their experience will warrant responsibility should be placed upon them, enabling them to become efficient in volunteer service within the department, and also in any needed social service work in the community. The trend of the training should be such that those possessing the natural qualifications may be led to consider the physical directorship as a lifework.

THE PHYSICAL DIRECTOR—HIS QUALIFICATIONS

The director of physical education, as the executive of the department, should possess a broad general preparation, together with a thorough technical training. The profession demands men who know and can sympathize with the deepest desires in the lives of men; optimists, with ability for leadership; men of earnest Christian character, fitted to guide those under their care during the formative period of adolescence. Men enthusiastic over the physical activities and play life of youth can usually get into closer touch with the young and more readily influence them spiritually. With thorough technical preparation, men will also find in the profession a rich field for scientific investigation in the problems of physical and moral efficiency.

A study of the physical departments of the Associations shows that the qualities demanded in the di-

rector of physical education are as follows, and they are presented in the order of their importance:

1. Christian character. 2. Religious leadership. 3. Promotive, executive and business ability. 4. Technical training. 5. Personality and refinement. 6. Athletic and gymnastic skill.

Men who see only the physical side of the work, or who think of it simply as "a job," must be discouraged from entering it.

The physical director should be a man possessed of a sane and stable Christian experience, having a settled faith in the practical verities of religion, and holding paramount in his life and work the things of the Kingdom of God. He should be thoroughly honest and sincere, his piety not put on but a true part of himself, not obtrusive but a natural atmosphere, subconsciously affecting those about him. Yet he should be firm and courageous, standing by his colors, fearing nothing when called to enter the lists against evil, individual or organized. He should be a student of God's laws, whether written in the great universe of nature, in the human organism, or in the revealed word. His constant aim and ambition should be to bring those committed to his care into a perfect Christian manhood—body, mind and spirit.

He should be a man of positive religious leadership. This is the one element that will be permanently distinctive of the Association physical directorship, and unless men enter it with the primary purpose of rendering definite Christian and religious service to men and boys, and choose it because of the opportunity it affords for this, they cannot expect to be

successful or to willingly make the sacrifices sure to be demanded of them.

Promotive ability is needed to organize and lead the young men and boys of the community during their leisure time into normal physical activities and altruistic religious service. Executive ability is necessary to organize and effectively lead a volunteer and employed staff. Such ability becomes of increasing value as the size and scope of the physical work increases, as the field of volunteer service enlarges and as the correlation of all the activities of the Association progresses into a unified program of religious education. Business ability is a quality that deserves considerable attention, both in the selecting and the training of men for the physical directorship. It is inevitable that the physical director, as well as other department heads, should desire to have the responsibility for the business management of their departments, but before such responsibility can be safely entrusted to any man he must be possessed of a good sense of commercial values, good business judgment and caution and a fair knowledge of ordinary business practice.

The value of personal honesty should be emphasized in a director's private business dealings. He must live within his income, meet his obligations promptly, and should plan to save a certain part of his earnings each month.

He should have at least a high school education or its equivalent, and if possible a college training. His training should be broad and fundamental in bodily culture, in social relationships, in intellectual breadth and clarity of vision and in spiritual insight

and sympathy with individuals and groups. He should be taught the social graces which make personality attractive in private and public life. The biological, social and psychological sciences should be emphasized in his training. The demand is for those who know men's interests and can guide their activities along normal lines.

He should not only have a thorough technical training embodying the ability to lead or direct the various physical activities, but he should be equipped with a knowledge of the scope, principles and methods of physical education and of Association ideals, history, principles and methods of work. His technical training and general culture should be such as to make him an inspiration and example to the men and boys among whom he works.

The broadest education would include also a medical course, but skill as a physician has become subordinated to a man's ability as a teacher, organizer and promoter. The trend during the last ten years has been toward a greater emphasis on the combination of the cultural and technical rather than on the medical training.

He should study man in his relationship to God and his fellow men, should be trained to appreciate the unity of man, body, mind and spirit. His study should reveal God's purpose regarding man, and stimulate a religious passion and fervor for the bringing of men to a personal acceptance of the ideals of Jesus Christ and to lead a consecrated life in his service.

His training should include observation of actual

work and clinical practice in social and religious problems.

His course should also include such subjects in science as physics, anatomy, physiology, psychology, chemistry, mathematics and biology. In language a knowledge of English, German and French is the best general preparation. The physical director's English training should fit him for public speaking and the writing of papers and articles. A knowledge of French and German will give him access to the best scientific literature in gymnastics, physiology and hygiene. His history study should not be a matter of dates and figures, but should make the great men and their achievements a living reality to him.

A thorough technical education is as essential as a good general education. Formerly the doctor, lawyer and preacher were trained by the apprenticeship method. A young doctor, for example, accompanied an experienced physician, picking up what information he could as he went along. It is essential now that the medical school have a library, laboratories and hospitals. These educational features must be directed by a corps of specialists in the various branches of medicine. The length of the course has been increased during the last fifteen years from two to four years.

A similar increase in the technical training of physical education teachers is now demanded. Many experiments were tried before it was seen that a technical education was absolutely essential. First, professional athletes, pugilists, wrestlers and runners were selected, until the necessity for a general education was seen. Ex-college athletes were then se-

lected. This was an improvement, but still unsatisfactory. The next step was the placing of medical graduates, where possible, in charge of the physical training. It was soon seen that the physician's education fitted him primarily for dealing with the sick, while his work in physical education would chiefly be with the healthy. He lacked training in general pedagogy, and in those special branches of pedagogy related to physical training. In studies like anatomy and physiology, in which it was thought his medical training would directly apply, it was found that he had studied surgical anatomy rather than animal mechanics, and the action of drugs rather than the physiology of exercise. It was found that while these studies might give excellent general training, they were in no sense a technical preparation for this branch of teaching.

Our own colleges in the Young Men's Christian Association furnish the most complete courses provided in North America. These include courses in anatomy, physiology, hygiene—personal, school, public—diagnosis, prescription of exercise, anthropometry, pedagogy and administration. These are described in the printed catalogues and need not be discussed here in detail. The courses at Springfield and Chicago give in addition a thorough training in religious education and in religious pedagogy.

The personality and degree of refinement of the physical director are large factors in the success of the work. He should be a man that other men instinctively like, and one whose acquaintance is easily made. He should develop the quality of friendliness and the faculty of mingling readily and naturally

with men. The spirit of unselfishness and of thoughtfulness for others should be prominent. He should develop optimism and an undaunted courage. In dress he should avoid extremes, neatness and good taste being the principal requirements. A well-groomed appearance at all times is essential. His conversation should be free from the excessive use of slang, and from the habit of exaggeration. He should avoid the constant use of stereotyped phrases; avoid undue familiarity; cultivate a saving sense of humor. His wit and repartee should be kindly and sparingly used. Observant of the niceties of manner prevalent among well-bred men, he should possess sufficient knowledge of general etiquette to avoid conspicuous mistakes. He should be forceful without undue aggressiveness, convincing yet not self-assertive, and should develop tactfulness to its highest point.

A healthy, alert, vigorous and trained body, abounding in vitality, should characterize the physical director. Athletic and gymnastic ability are essential qualifications. The necessity for this latter, however, decreases as experience and executive ability increase.

Upon entering the work he should be a fair performer and good instructor in: (1) Elementary gymnastics, including calisthenics, gymnastic dancing, apparatus work; (2) Standard athletic events; (3) Swimming, boating and water sports; (4) The most popular team games. In addition, he should be familiar with the rules and methods of conducting contests, tournaments and athletic meets.

THE PHYSICAL DIRECTOR—HIS DEVELOPMENT

This has to do with the mental and spiritual culture of the physical director after he has entered the work. It may not be amiss to preface the statement with a few words in reference to the care of his own health, for there are directors whose physical condition gives the lie to the profession they represent. The physical director must in his own life represent the things he stands for in the community.

The desire to grow in efficiency must necessarily be in the heart of every man who has within himself, to any degree, the elements of success. There is no short cut to growth and development, neither can these be attained without an objective and some kind of a program of procedure. Three things are necessary for growth:

1. THE REALIZATION THAT CONTINUOUS GROWTH IS ABSOLUTELY NECESSARY FOR CONTINUOUS EFFICIENCY. The physical director who does not grow must give one who will his chance to do things; otherwise he becomes an obstacle to progress.

2. THERE MUST BE A LARGE VISION OF HIS PROFESSION. This alone will give courage and inspiration. It is vision which makes possible a constructive program in the life of any individual. "Where there is no vision, the people perish."

3. THE ADOPTION OF A SCHEDULE OR SYSTEM OF TRAINING. Such a program should contain the following items:

Reading. This may be grouped as follows:

- (1) General; such as fiction, poetry and history. Good fiction portrays the various phases of life of

the times in which it was written, introduces bits of history, illustrates effective methods of expression, and the best use of language in general. Poetry appeals to the æsthetic sense and develops the power of imagination and presents ideals. History recalls the past, points out its lessons and in a measure forecasts the future, because it indicates what may reasonably be expected under similar conditions.

(2) Technical. This should at least include general biology, organic evolution, sociology, anatomy, physiology, psychology, physiology of exercise, hygiene and sanitation and philosophy of physical education. It is highly desirable that the physical director secure for his own library the best books on these various technical subjects. Information concerning the best literature may be obtained from bibliographies and book references in the physical education magazines and from teachers, physicians and librarians.

While books on fiction, poetry and history are very helpful for general culture, those books which have to do with the problems of physical education and of the conservation of health are absolutely essential for the physical director's specific development, for these deal directly with his work. A man in any of the older professions, who wishes to keep posted, must study constantly. This is even more true of the younger profession of physical education which is still in its plastic and changing state. Every physical director should be encouraged by his Association to pursue a definite line of reading. In the appendix a suggestive graded course in reading is presented.

Attendance upon conferences and conventions. There is nothing that helps to broaden one's viewpoint so much as contact with other men and their ideas. Simply studying the problems in one's own small field carries with it the danger of narrowness and provincialism. Like solitary confinement, it leads to monotony, which kills ambition. A man not only gets new ideas at conferences, but more than that, he catches the spirit of the times and gets an appreciation of the bigness of the movement of which he is a part and is therefore inspired to do better and bigger things.

Every Association should encourage the physical director to go to at least one conference a year. Some Associations not only do this, but also pay the conference expenses of their physical director, making regular provision for it in the budget of the department. Money spent in this way will bring large returns to the Association through the increased efficiency of the physical director as a result of his contact with men and his new viewpoints.

Attendance upon summer schools. It would seem almost unnecessary to mention the place of summer schools in the life of a growing Association man. However, it might be well to recall the fact that the summer schools bring together students from all parts of the country and expert instructors who bring to the students the best as well as the newest thought on any given subject. One of the most valuable features of a summer school is the contact with men who have come from other sections of the country. Here friendships are formed and ideas

exchanged which are almost as valuable as the knowledge gained in the classroom.

Every physical director should plan to attend a summer school at least two weeks every third year. This advice is not merely for the younger and newer men in the work. For advanced and experienced men special seminar courses and advanced subjects are prepared.

It is gratifying to note that some Associations are planning to have their physical director attend a summer school once in three years. Furthermore some Associations are planning to adopt the policy of paying part or all of the physical director's expenses at such a summer school. This is very desirable. The time spent at such a school should not be taken out of the physical director's vacation, but the time thus spent should rather be regarded just as other educational institutions regard the sabbatical year, during which the instructors are given leave of absence with pay for study.

A study of physical education as a movement. There is nothing so conducive to growth as a thorough study of the profession in which one is engaged. The physical director would find it broadening and stimulating if he undertook a study of the physical work as conducted under the auspices of various organizations, such as settlements, churches, playgrounds, athletic clubs, turners, schools and colleges and to note where the emphasis is being placed and the results produced. He should discern the trend of physical education in these agencies, noting how and why they are departing from earlier methods and adopting new ones.

Physical education is more and more relating itself to the problems of efficiency, both mental and moral. Physical directors are more and more concerning themselves with conditions and habits of life which make for or against efficiency, and are therefore rapidly emerging from the class of mere athletic coaches. The physical directors are no longer merely concerned with gymnastic and athletic activities, but are interested in the study of such subjects as dietetics, fatigue, the relation between fatigue and morality, health and efficiency, as well as the physical basis of industrial, social and educational problems.

In no profession is there greater progress being made or a more rapid shift of emphasis occurring than in physical education. For example, witness the shift of emphasis in physical examinations from bone and muscle measurements to the examination of eyes, ears, nose, throat, teeth and vital organs; from the emphasis upon the development of muscles to the development of organic vigor; from the teaching of athletic and gymnastic stunts to the teaching of right-living habits. Physical education stands for prevention rather than cure; for formation rather than reformation; for conservation rather than restoration. Because of these changing emphases the physical director must be a student of his time.

Practice in public speech. Most physical directors have opportunity upon occasion in schools and churches and at conferences and conventions to present addresses and papers upon topics of health, recreation and exercise. Such opportunities should not be neglected, as they are valuable in his own

education. They exalt his standing in the community and in his profession, develop his power to think and marshal facts in orderly and effective fashion, and facilitate his efficiency in public speech and address. The writing of articles for newspapers and magazines is also very helpful, and should not be neglected either from the standpoint of the good such articles will do or the development which will come to the physical director through this kind of work.

Committee work. Another very helpful means for development is committee service in connection with local societies, as the Society of Physical Education, Parents and Teachers Association, Anti-Tuberculosis Society, Playground Association, and the like, and also in connection with such national societies as the Physical Directors' Society of North America, and the American Physical Education Society.

Committees represent the harness of any organization and most work is done by committees. Committee work develops the spirit of cooperation, the power to bring things to pass, and offers opportunities for rendering service.

It is taken for granted here that every physical director will relate himself very intimately, especially as a member, to local state and national movements which deal with the problems of hygiene, physical education and sanitation.

Research work. There is nothing that will stimulate the mind and induce intellectual growth more than the undertaking of a bit of research work, no matter how insignificant it may appear. Important and interesting research work can be conducted with very little or no laboratory apparatus. It is well

for a physical director to study some one phase of his work intensively, be it technical, social or executive. Every physical director, of course, should study his own field thoroughly, for an intimate knowledge will enable him to adequately meet the needs of his community.

A study of the Association movement as a whole. The physical director should be familiar with the history, traditions and policy of the Association movement. He should know something of the army, navy, student, industrial, county, as well as the city work, of the Association.

Furthermore, he should acquaint himself with the work and organization of the International and State committees and the relation of these agencies to each other and to the city and other forms of Association work.

THE PHYSICAL DIRECTOR—HIS RELATIONSHIPS

The work of a local Association is controlled by a board of directors, of which the general secretary is the executive officer. From or by this board different committees are appointed to have direct oversight over the various departments of the work.

One of these is the physical department committee, the executive officer of which is the physical director. All legislative details of the physical department are under the control of this committee. The promotion of the various activities may be under the direction of subcommittees. They look to the physical director to prepare plans to meet the needs of the membership, to conduct the business affairs of the depart-

ment, and to keep them in touch with its activities. They rely on his knowledge of the theory and practice of physical department methods to recommend and carry out a practical and scientific system of physical training, and on his ability as an organizer of the forces resident in the membership to promote the physical welfare of young men. Through this committee, therefore, the physical director is brought into direct relationship with the board of directors.

What is the relationship of the physical director to the general secretary? This depends for its answer on the acceptance of three propositions: First, the general secretary is the executive officer of the board of directors and is an *ex officio* member of all its committees. He is the one whom the directors hold responsible for the success of the work as a whole. He is to the Association what the working president is to a college or large corporation. Results are the criteria of his success, and failure to achieve them is not put down so much to the failure of the department heads as to improper management on his part. Second, the general secretary is also the correlator of the work; the one who must keep the departments in their right relationship to one another. He is the adjuster of the various activities of the Association, the bond which binds all departments into one harmonious whole. Third, the physical director is an expert, employed to take charge of a department. He is, therefore, to the secretary what the superintendent or consulting engineer is to a president. His work is the work of an expert, and he must be looked upon as such.

Admitting this, the relationship of the two officers is

plain. All policies of the physical department which bear on the work as a whole are properly subject to the advice and approval of the general secretary, while technical matters in organization and operation of the department are under the control of the physical director working as the executive officer of the physical department committee.

The relationship which the physical director bears to the other departments is one of sympathetic co-operation. He should cooperate with the educational director in planning classes in hygiene, first aid to the injured and other topics which bear on the physical welfare of young men.

In conjunction with the religious work director he should plan for the extension of the religious work throughout the department; and he should not only be in sympathy with, but should take an active part in, the conduct of this important work of the Association.

In the social features of the Association he should always be ready to cooperate in any way in which he, as a department head, may be able.

To the boys' department he should bear the same relationship as he does to the general work, and the physical welfare of the boys should be under his control.

Such a large part of the boys' work activities are more or less closely related to the special phases of work, also included under the direction of the physical department, that there is need for particularly intimate cooperation between the physical department committee of the Association and the boys' division committee, in determining the policy and initiating

and promoting physical work as related to the boys, in the department and in the community. All matters pertaining to both departments should be adjusted by the committees and heads of these departments in conference with the general secretary.

While no amount of rules or regulations will make up for a lack of frank and friendly cooperation, the following are suggested as a few guiding principles:

1. The boys' work secretary is primarily responsible for the general administration of the boys' division, of the membership and the correlation of the various phases of the work for the all-round development of the boy.
2. The physical director is responsible for the physical examinations and the amount and character of physical work done for the various classes of boys in the Association and in the community. The arrangement and schedule of classes in the gymnasium and swimming pool, and the methods for discipline and control of the locker rooms and the baths, should be arranged in joint conference. Such matters as boy scout work, sex education and health education should be under the joint supervision of the boys' work secretary and the physical director.
3. It is important that the physical director give careful consideration to all phases of physical work for boys and, even if he has one or more assistants, to continue his close personal relation in working out a comprehensive and adequate policy of physical education for boys. He should personally lead many important physical activities for boys.
4. The direction of the various physical activities should be placed only in the hands of competent as-

sistants, specially trained and qualified to work with boys.

5. The standard of physical education for boys will be raised by the enlisting of trained physical directors, who shall devote all of their time to study and promotion of work with boys.

Such boys' physical director would sustain a dual relation to the boys' work committee and the physical department committee, working under the direct supervision of the boys' work committee and the boys' work secretary in harmony with the policy determined jointly by the two committees. He would be under the direct supervision of the physical department committee and the physical director in reference to matters relating directly to the physical education of boys.

His relation to the finances differs in various Associations. Some hold the physical director, with his committee, responsible for raising the entire amount of the physical department budget. This may in some instances prove a serious hindrance to his usefulness to the membership, as his efforts may be looked upon as having a mercenary basis, and, further, the worry and thought given to the raising of funds may interfere with his best efforts in the regular work of the department.

This entire responsibility for the budget does not prevail in most places. A growing number of Associations now plan the raising of the entire Association budget in a very limited period of time, and the physical director and his committee usually co-operate in the canvass. The physical director should always be ready, no matter what the plan, to suggest

ways and means toward helping to bear the financial burden, and to suggest names of those who would be good material for financial cultivation and help to cultivate the same.

The attitude of the physical director to the work at large should be one of cordial support. The welfare of all the members should be his chief consideration and all department partisanship should be set aside for the good of the whole.

In his own department the physical director, under the physical department committee, is the organizer and director of all its activities. The various branches of the work are usually organized either in the form of clubs or under the supervision of committees. Whichever form of organization may be decided upon, the physical director should be in direct control and an *ex officio* member of every committee in the department, and be present at all of their meetings.

His relationship to these committees should be advisory, never dictatorial, and in the formation of them he should assist in the selection of such men as are in sympathy with the general policy of the Association, so that the welfare of the membership as a whole will control in all matters of sectional interest. The interest of the entire membership should always be kept in mind. The action of all clubs and committees should be subject to the approval of the physical department committee, and by this means the physical director can maintain an efficient check on all their activities.

His relationship to those associated with him in the work, such as assistants, should be one of help-

fulness and support. As far as possible, these should be given direct responsibility for various features of the work and should be encouraged to develop the qualities of leadership. His relationship to the members of the Association should be one of recognized friendship, and he should hold the position of adviser on all matters pertaining to their physical welfare. His time, as far as possible, should be at their disposal, and every member should be made to feel that he will always be given a sympathetic hearing on any matter of importance.

His relationship to the physical welfare movement outside of the Association membership depends largely upon the community in which he is placed. He should bear a sympathetic and cooperative relation to all organized movements which have for their object the physical welfare of young men. If he is situated in a field where no such organizations exist he should consider it his duty to lead in their creation. These welfare movements can usually be better handled by independent organizations with which the Association works in hearty cooperation.

His relations to church, settlement, playground and school athletic activities should be cooperative and advisory, and he should rely upon leaders in the community for the executive force in organizing and carrying out the work in these institutions.

His relationship to the community at large should be that of a specialist on all matters pertaining to their physical welfare. The physical director should always keep in mind that his first duty is to the Association, and should never allow outside calls

on his time to interfere with the efficient administration of his department.

BEGINNING IN A NEW FIELD

Wherever it is possible, it is wise for a physical director to be on the ground one or two months before the season's work opens. During this period he should become acquainted with his fellow workers on the staff, the members of the physical department committee, and of the leaders' corps and other committeemen, and as many of the general membership as possible. It is essential to know the past work of the department and where practicable to build upon it. As far as possible in this limited time, information should be secured of the physical work in the educational institutions, churches, settlements and clubs in the community and the relationship that exists between them and the Association.

Upon the foregoing facts the policy and plans for the department can be outlined. The physical director should avoid criticism of the work of his predecessor, introduce changes in methods only after being convinced that they are improvements, boast little, and make few extravagant promises. Too much should not be attempted at first. A few things done well is a good plan to start with, gradually broadening and enlarging the scope of the work. If there is no leaders' corps, it is well not to formally organize a corps until the men are well enough known to avoid mistakes in selection. It should be remembered that the physical director is one of the partners in the Association firm, and as such should fit his work into

the general work, with special reference to the local policy. The selection of his church home and place of residence should be determined with reference to his position as an Association leader.

RESIGNATION AND APPLICATION FOR A CHANGE

Frequent changes are detrimental to both the physical director and the Association. When considering the matter of resigning the physical director should discuss frankly the reasons for such action with the general secretary or president and the department committee. Sufficient notice should be given to enable the Association to meet the situation. It is decidedly advantageous in most instances to remain in a position not less than three to five years. Some conditions which may warrant a change are, difference of opinion in matters of policy, ill health, inability to fill the office, a call to a place of larger service, a completed work.

It is customary for purpose of record to present a resignation in brief written form. Public discussion of the reasons for leaving should be avoided. All the affairs of the department should be left in such order that the succeeding officer can take up the work expeditiously. When a change is decided upon and another field has not been accepted, the method of procedure is to notify the State office and the physical and secretarial departments of the International Committee.

Before a new field is accepted the conditions which prevail should be ascertained as accurately as possible, so as to avoid later disappointment and mis-

understanding. There should be a clear understanding as to the character and extent of the responsibilities of the position to be filled, so as to insure efficient team work in Christian service. Advance understanding may well be had in reference to attendance upon conferences, conventions, summer schools, vacation period and the like. A written memorandum of the conditions under which a call is accepted is desirable.

It is a matter of recognized Association courtesy for employed officers when corresponding regarding the possible changes of a physical director to a new field to always communicate at the same time with both the physical director and general secretary involved in the change.

CODE OF BUSINESS AND PROFESSIONAL ETHICS FOR
THE PHYSICAL DIRECTORS OF THE YOUNG MEN'S
CHRISTIAN ASSOCIATIONS OF NORTH AMERICA

(Adopted by the Physical Directors' Society, Columbus,
Ohio, June 5, 1911.)

Inasmuch as this society may be regarded as representing the physical directors in the Young Men's Christian Associations of North America, it is entirely fitting that the organization should endeavor by all reasonable means not only to encourage and promote practical and technical efficiency, but also to emphasize the importance of scholarship, to elevate the moral tone, and to stimulate consecration to service on the part of its members.

In this connection a more or less definitely formu-

lated statement of principles and practices accepted by the society will have a valuable educational influence not only upon those already members of the profession, but especially upon those younger men just entering the profession and not familiar with the standards which actuate the life and conduct of the director in his professional capacity. The following statements are therefore submitted as guides in this connection:

1. PERSONAL CHARACTER AND MOTIVE. The physical director should be a man of upright and Christian character, whose purpose is to use his personal influence and that of his office for the service of humanity and the upbuilding of God's Kingdom.

2. RELATIONSHIPS. a. *To the Association employing him.* Every director should have as a joint memorandum and for mutual understanding, a definite agreement with the committee supervising the work of the physical department, specifying not only salary, vacations, and other general matters, but also outlining specifically his duties, hours of service, assistance provided, ordering of supplies, responsibility to whom, and such other details as may be peculiar to any particular field. He should then in a spirit of Christian service and in hearty cooperation with other employed officers do more than is called for in the letter of the agreement.

Any work done or time spent by the director apart from his regular duties as agreed upon, and for which he receives money or any value consideration, should be done with the knowledge and consent of the Association employing him.

It is not regarded as wise for directors to act as agents for or receive commissions from the sale or recommendations of gymnasium supplies, athletic and sporting goods, etc., and directors are cautioned as to their procedure in the matter of accepting samples of goods used in connection with their work, of giving testimonials concerning same, etc., since injudicious procedure in these particulars may result in undesirable complications.

b. *To fellow directors and the profession.* Every director entering the profession thereby incurs an obligation to uphold its dignity and honor, to promote its scholarship and efficiency, to elevate the moral tone, to cooperate heartily in the collection and compilation of useful material in the formulation, adoption and propaganda of principles and regulations for the benefit of the profession. Recognized business procedure and courteous consideration of requests should be strictly observed as matters of honor, e. g., in prompt attendance to correspondence, payment of dues or other personal obligations.

Organized conferences, institutes, conventions, etc., should receive his active support and be made instrumental for the cultivation of fellowship, the exchange of experience, the advancement of scientific and practical knowledge and maintenance of ethical standards.

The spirit of the relationship between directors or Associations in competition as defined in the platform of the Athletic League of the Young Men's Christian Associations of North America and contained in its handbook is hereby endorsed.

c. *To those seeking his professional or personal advice.* Confidential information secured in the examining room or from those seeking advice should be guarded with the most scrupulous fidelity and honor, and the obligation to secrecy should extend to even the privacy of individual or domestic life, provided, however, that this does not preclude the taking of proper measures for the protection of individuals or institutions.

d. *To the medical profession.* The director's relation to practicing physicians should be that of hearty cooperation in all matters where the two professions have common interest; for example, public health, instruction in personal hygiene and sanitation, etc.

The director who is not a graduate in medicine, or who is not practicing medicine, upon finding a member in need of medical advice should first advise the applicant to consult his own family physician. In case the member has no family physician the director should advise him to consult a responsible practitioner. It is suggested that each director have a list of these men who are most efficient, and preferably Christian physicians, to whom he will send members for professional consultation. This list may with profit include general practitioners and specialists, such as surgeons, nerve specialists, specialists on eye, ear, nose and foot and whatever others his experience may indicate.

e. *To the public.* The director should exemplify in his relations to the public the essentials of Christian character in the keeping of appointments, in his general deportment, in the promptness with which he meets business obligations, and in the interest which

he takes in matters relating to general public welfare.

f. *To the church.* Each director should unite himself with and participate actively in the work of the local church of his choice.

VII

EXAMINATION OF MEMBERS

PURPOSE

The purpose of the examination is fourfold:

1. To discover the present conditions of the applicant.
2. To discover his present needs.
3. To guide in an intelligent application of the work to meet these conditions and needs.
4. To relate the member to the work of the department and the Association as a whole with reference to his physical, mental and moral needs and qualifications.

INTRODUCTION TO THE DEPARTMENT

A systematic procedure should be followed in the Association office for introducing the new member into the physical department. The importance of making an early appointment for examination should be emphasized. Where possible these appointments should be made at the department office, but in many Associations it will be found necessary to make them in the general office. This appointment should be for a time and date to suit the earliest convenience of

the member. A card known as the "Personal History Card" should be given him on which is written at the time of appointment, the name, mailing address and telephone number, character of privileges applied for, the date and time of his appointment. This card the applicant should fill out at his leisure and bring with him to his examination. It should call for information about as follows:

Age.

Occupation (past and present).

Married or single.

Early education: grammar school, public or private, high school, college.

Personal history:

Past illness and injuries.

Past physical training.

Use of stimulants and narcotics; *e. g.*, alcohol, tobacco, tea, coffee, etc.

Hours and time of work, sleep, recreation and exercise.

Present condition.

Ample space should be left for noting any special matters, relating to the physical life and habits of the applicant.

Mention should be made that all the information given will be kept strictly confidential.

Arrangement should be made for the frequent examination of those members who are participating in active and severe competition.

THE EXAMINATION

The examiner may be the physical director, if he is fully qualified by training and experience, or one of

a corps of physicians that volunteer their services for this work. These volunteer examiners should be fully instructed as to the character of the examination and the special points to be emphasized. Where many examinations must be made within a short time, a large group may be handled by a number of physicians, preferably specialists, working together, each examining a particular function. In other cases a preliminary vital examination may be given and an appointment made for a more complete study at a later period.

The importance of first impressions should be appreciated. A courteous, dignified and sympathetic attitude removes much of the nervousness and restraint of a new member.

ROUTINE TO BE OBSERVED

The following routine is suggested in making the examination:

1. *Study of Personal History Data*

While the member is preparing for his examination, a careful study should be made of the information furnished on the personal history blank. This may serve as an important guide in the examination.

2. *Questioning*

By skillful questioning much additional information may be obtained regarding the member's personal habits and peculiarities.

3. *Inspection*

For superficial signs of defects or disease note the facial expression and contour, mode of breathing,

skin conditions, deformities, etc.: also the muscular development and tone, the degree of vitality, amount of adipose tissue present, his temperament and any other points which may have a bearing on the more detailed examination.

4. *Examination*

A careful examination should be made of the following structures and in about the order named.

- (1) Heart, blood-vessels and circulation.
- (2) Respiratory tract, including lungs, nose, throat, the teeth.
- (3) Special senses, eye and ear.
- (4) Spinal column, for curvatures and faulty positions of the head, shoulders and trunk.
- (5) Feet and legs, signs of broken-down arches, etc.
- (6) External genitalia, for hernia, varicocele, hydrocele, phimosis and signs of present or past venereal disease.

PERSONAL ADVICE TO MEMBERS

This should be based upon:

1. The defects found.
2. The general condition and needs regarding health and exercise in relation to his work in the department, daily occupation and personal development.
3. His religious experience and needs. In addition to the general specific advice given by the examiner, arrangement may be made for a more exhaustive discussion of his religious life through cooperating with the religious

work department in the organization of a committee composed of men especially fitted for doing this work. The data for intelligently dealing with the member should be handed to the interviewer at the time of his introduction to the member.

ASSIGNMENT TO WORK

The physical director should always attempt to place the new member in some organized class or group, preferably one in which he will have an inherent interest. Arrange also to introduce him to the one in charge of group selected and if he has no friends in the department, see that he meets one or more clean men, Christian, if possible, who hold the Association viewpoint. In addition, personal instruction should be given in any exercises he may require to meet his special needs.

ASSIGNMENT TO LOCKER

At this time full information should be given to the new member regarding the privileges to which he is entitled—the location of various rooms in the department; the method of procedure to follow when coming to the department; he should be given a copy of the rules of the department, schedule of activities, and any other literature which will be of help to him.

KEEPING OF RECORDS

Records of competition demonstration should be kept accurately and filed in suitable cases in the department:

1. Competition.

(1) Group. a. Kind of game; b. number of teams; c. number of men; d. results of games, date, place; e. spectators. (2) Athletics. a. Name, date, place; b. event and record.

2. Demonstration.

(1) Date; (2) character; (3) number of participants; (4) number of spectators.

Care should be taken to file all athletic records on cards as indicated above. The records of games can be kept upon the loose leaf previously mentioned for keeping record of the other activities.

Alphabetical files of men interested in special features of work such as athletics, hand ball, aquatics, etc., should be kept.

Records should also be kept in the same general way of all the activities conducted under the extension policy of the department.

VIII

CONSTITUTION OF THE LEADERS' CLUB

NAME

ARTICLE I.

This organization shall be known as the Leaders' Club of the Young Men's Christian Association of.....

OBJECT

ARTICLE II.

The object of the Leaders' Club shall be to assist the physical department committee and the physical director in carrying out the objective of the physical department of the Young Men's Christian Association, especially in the development of a high standard of Christian manhood and the promotion of physical education in general and among the members of the Young Men's Christian Association in particular.

MEMBERSHIP

ARTICLE III.

Section 1. The membership of this organization shall be restricted to those who are full privilege members of the physical department of.....Young Men's Christian Association.

Section 2. Membership shall be classified as follows: honorary, active, ex-leaders and boys.

(Note) The Leaders' Club in the Association may be organized as one club, the same to include the men's and boys' divisions. However, such divisions of the club may

be organized as is desired, and each division may have jurisdiction over its own affairs, including the selection of its members, study course and work, so long as they are in conformity with the general aim of the club.

Section 3. Honorary leaders are those who have acquired one or more gold stars and have retired from active service. The club may also elect to the honorary membership men who have contributed a special service to physical education.

Section 4. Active leaders are those who are engaged in the active work of the physical department.

Section 5. Ex-leaders are those who have severed their connection with the Leaders' Club before completing the four year course.

Section 6. Boys' leaders are those who are engaged in the activities of the physical work for boys and members of the boys' division.

Section 7. Election of any of the above classes of members shall be by ballot upon recommendation to the club by the physical director and the membership committee. A unanimous vote of active members present at any meeting of the club shall be necessary for election. It may be wise to nominate new members one meeting before election.

Section 8. The annual dues of \$. shall be paid by each member upon election to the club and at the annual meetings thereafter.

Section 9. Any member who is unfaithful, or who absents himself from the regular work of the club for one month, without reasonable excuse, shall be dropped from the active membership of the club.

Section 10. Boys' leaders having served four years may be elected to the men's section, when voted upon in the regular manner, and shall receive the first year emblem of the men's division.

OFFICERS

ARTICLE IV.

Section 1. The officers of the club shall be: President, vice-president, secretary-treasurer, who shall be elected by ballot at the annual meeting.

Section 2. The general secretary, the physical director and associates and the chairman of the physical department committee shall be members ex officio, and these with the regular installed officers shall compose the executive committee.

REQUIREMENTS FOR GRADING

ARTICLE V.

Section 1. The requirements for active grading shall be regular attendance at the weekly meetings of the club on meeting periods, and regular attendance on evenings selected by active members as teaching periods, except when valid excuse for absence can be given.

Section 2. Verbal or written excuse shall be given to the physical director when absence from weekly meeting is unavoidable; if for an evening on which the leader is to have charge of a squad, he shall secure a substitute, or notify the physical director of his inability to secure one, as soon as said leader has knowledge of his necessary absence. When such notice is given, the member shall be given one-half mark for attendance. The same method of marking shall be used for attendance at business meetings.

Section 3. When any member of the physical department has been elected as a leader he shall be presented to the club by the president at the next business meeting. An initiation service may be a part of the program.

ARTICLE VI.

Section 1. The men's emblem shall be a 5" royal blue triangle, sides $\frac{3}{4}$ " wide, with an interwoven English L, and shall be presented after the leader has fulfilled the requirements of the first year. No emblem shall be worn by anyone who has not followed the regular course as outlined for leaders.

Section 2. The first year leaders shall wear a single $\frac{3}{4}$ " crimson star in the apex point of the triangle, which shall be presented with the emblem upon fulfillment of requirements of the first year.

Section 3. The second year leaders shall wear 2 crimson

stars, one in each upper point of the triangle, which shall be presented upon fulfillment of requirement of the 2d year.

Section 4. The third year leaders shall wear 3 crimson stars, one in each point of the triangle, which shall be presented upon fulfillment of the requirement of the third year.

Section 5. The fourth year leaders remove all crimson stars and wear one gold star in the apex point of the triangle, which shall be presented upon fulfillment of the requirements of the fourth year.

Section 6. Each active leader who has passed the examinations and the requirements and who has taught not less than 15 lessons of graded classes during the season shall receive the emblem or stars as provided for. These may be presented at the annual meeting or at the gymnasium men's banquet.

Section 7. The boys' emblem shall be same as men's, size to be 4" and shall be presented after the leader has fulfilled the requirements of the first year.

Section 8. The first year boy leaders shall wear a single $\frac{3}{4}$ " crimson star in the base of the triangle.

Section 9. The second year boy leaders shall wear 2 crimson stars, one in each upper point of triangle, which shall be presented upon fulfillment of requirements of the 2d year.

Section 10. The third year boy leaders shall wear 3 crimson stars, one in each point of the triangle, which shall be presented upon fulfillment of the requirements of the third year.

Section 11. The fourth year leaders remove all crimson stars and wear one gold star in the apex point of the triangle and this shall be presented after fulfillment of the requirements of the fourth year.

Section 12. Leaders remaining active after attaining the gold star may retain the gold star and begin again with crimson stars. Should any remain 8 years, 2 gold stars shall be presented, one gold star at each of the upper points of the triangle. These leaders are exempt from all requirements except the weekly meeting and the leading of squads or classes.

EXAMINATIONS

ARTICLE VII.

Section 1. An examination shall be held annually under the direction of the local Association; the examination questions to be supplied by the Physical Department of the International Committee.

Section 2. The examinations shall consist of three parts, each part to be marked on the basis of 100 per cent, the parts to be as follows: (a) an examination in theory (first aid, nomenclature, hygiene, etc.); (b) an examination in the gymnasium to determine the leaders' gymnastic ability; (c) an examination in the gymnasium where the leader shall conduct squads or classes to demonstrate his leadership and ability in drills, apparatus work, etc.

Section 3. One year's work shall consist of 20 hours of theoretical work and 20 hours of practical work for grading. The order in which the courses shall be taught shall be optional with the physical director. It shall be understood, however, that not less than 20 hours of theoretical and as many hours of practical work be given each year.

Following is the outline of a course covering four years:

Theory

Hygiene	20 hours
First Aid	10 hours
Methods	20 hours
Association History	5 hours
Nomenclature	20 hours
History of physical training.....	5 hours—80 hrs.

Practice

Marching and calisthenics	20 hours
Gymnastics	40 hours
Gymnastic dancing	5 hours
Rules of games and athletics.....	10 hours
Recreative games	5 hours—80 hrs.

Section 4. That in addition to the possible 300 points as provided for above, 100 points be given for perfect attendance

at the leaders' club meetings (a proportionate number of points being deducted for each absence) and 100 points for required attendance at regular class sessions (proportionate number of points being deducted for each absence).

Section 5. That the examination papers be forwarded to the Physical Department of the International Committee for final grading and that an average of 70 per cent be required for promotion.

UNIFORMS

ARTICLE VIII.

Section 1. The men's uniform shall consist of white sleeveless shirt, navy blue or white trousers, elastics at bottom, black belt one inch wide and white shoes.

Section 2. The boys' uniform shall be the same as men's with the exception that short pants may be worn.

Section 3. The leaders shall bear the expense of the uniform.

MEETINGS

ARTICLE IX.

Section 1. The annual meeting of this club shall be held during the month of

Section 2. The monthly business meeting of the club shall be on of each month.

Section 3. The weekly meeting of the club for study, practical work, etc., shall be held on, with the exception of the day on which the monthly business meeting is held.

The following shall be the order of business:

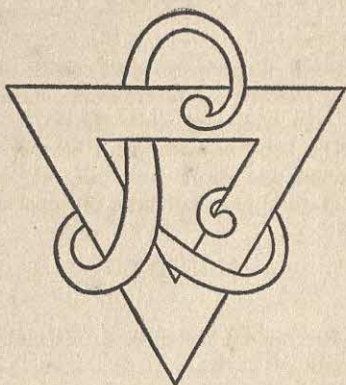
1. Devotional period.
2. Reading of the minutes.
3. Unfinished business.
4. Report of committees.
5. New business.
6. Adjournment.

Section 4. Special meetings may be called as the occasion demands.

QUORUM

ARTICLE X.

..... active members of the club shall constitute a quorum for the conduct of business.



EMBLEM FOR LEADERS CLUB

IX

RECREATION AND ATHLETIC COMPETITION

INFORMAL COMPETITION

In a well-balanced program of physical work recreative activity will have a large place. Each class period should be arranged so as to make ample provision for informal recreation. This can be secured in two ways. First, by introducing the recreative element into the various physical activities, and, second, by providing the more formal recreative games. In the former, recreative exercises can be introduced in some of the calisthenic exercises by using various athletic, boxing, fencing and wrestling attitudes or positions. The heavy apparatus can be used to get over and round about in rapid and informal fashion.

Then all forms of play ideas can be introduced in connection with work usually having more formal usages, such as jumping over the elephant, relay races around the apparatus or around Indian clubs, and using the medicine ball in various informal ways. The physical director, while in portions of his day's order will be formal, and insist upon erect carriage, and give heed to details in executing exercises on the part of his pupils, will always keep in mind that

his work must be interesting and pleasing and attractive.

From these very informal phases of exercise he will proceed to the use of games that have some form of organization, such as volley ball, battle ball, indoor baseball, indoor hockey, ring hockey and basket ball. For class purposes these games must be modified so as to make use of the largest possible number of players, provide adequate muscular activity, a minimum risk of injury and demand little skill. The fewer rules the better. Such games have the value of completely absorbing the interest of the players and of stimulating regular attendance. The games should not, however, displace other forms of activity which are essential. Occasional informal tournaments in different games will add greatly to the enthusiasm.

Business men's classes can be divided into teams, and short time games played covering a brief series. Friendly rivalry is healthy and stimulates the social life of the group. A carnival made up of several varieties of games so as to encourage interest in all, and therefore in all-round development, is an excellent plan. In all such activity the participation of the least skilled must be encouraged, and provision made for them in the scheme of scoring and enrollment.

FORMAL COMPETITION

I. GENERAL STATEMENT

From these informal types of recreation, it is a natural step to more formal competition. Some Associations find it a good practice to set aside a night or other definite period in the week for competitive

games, and provide for interclass competition, group games, membership athletic meets, with or without trophies. Friends of members are invited to witness the activities. Much is made in these days of exhibition and informal contests in the swimming pool.

So long as competition is confined to the membership, there is little difficulty in managing it, and the results are most beneficial. When, however, it is intended to extend competitive relations in athletics and sports to other organizations, the conditions are altered and more careful supervision is needed. The spirit of the contests often becomes tense, a higher degree of specialization is demanded, and a system of training on the part of the players required.

Whenever a policy of open competition is decided upon it should be approved and supported by the physical department committee. The competitors and members of the teams must be made acquainted with the practice decided upon by the Association in the regulation of such activities. Definite schedules for practice and for games must be outlined in advance and faithfully adhered to in practice. Many Associations have suffered severely because policies have not been framed in advance and conscientiously followed. In adopting a policy in reference to competitive athletics, the following should be insisted upon:

Only men who truly represent in fair degree the Association ideals should be selected to represent the Association. The number of games to be played both in the Association building and elsewhere should be decided. The manner in which such athletes are to be selected should be made plain. In every case members in good standing only and who have been

members for a reasonable period should be eligible. A complete understanding must be had in reference to the practice of the Association regarding traveling expenses, entry fees or honoraria of any sort. Too frequently groups or cliques of young men have formed in Associations which have demanded special privileges, undue attention and discrimination, and thus perverted the motive of such sports. Athletics in the Association are justified only on the basis that they make for health and character.

The physical director and the physical department committee must be acquainted with the correspondence and the plans of the managers of Association teams. Relations with other teams should be in accordance with the amateur platform and the spirit stated in the pronouncement published in the handbook of the Athletic League of Young Men's Christian Associations of North America of which League every Association should be a member.¹ The Association should have relations with only those teams which in turn are related to some reputable governing body or institution except through special agreement with those not so related by which their amateur standing is ascertained.

The members of the Association must be protected by the Association. Care must be exercised that only those in good physical condition participate. The zeal of some must be checked lest they overdo or overemphasize the importance of sport, and permit it to take up too much of their time, strength and attention.

¹ See platform of Athletic League, page 166; also "Spirit of Amateurism" in the Appendix, page 189.

When teams go away from the Association building they should be in charge of a responsible leader or manager.

The physical director himself must not be carried away by the desire for victory, but should exemplify in his own bearing the ideal sportsman.

When athletics are conducted in accordance with the foregoing suggestions they stimulate good fellowship, a desirable social spirit and loyalty to the Association.

II. DEFINITIONS

General. Competition in which individuals strive to win special recognition in the winning of prizes or honorable mention.

Types. 1. *Group*. Contests in which the record of the individual or team is credited to the score of the group of which the individual or team is a member. The endeavor is to enlist the largest number to compete irrespective of ability. Systems of scoring are used which give every individual credit for the record he makes. Emphasis is placed upon individuals competing against their own records, no matter how mediocre, rather than to beat the records of other individuals.

2. *Classification Meets*. The great advantage of these contests is that a large number can be induced to enter. Among the different classifications are: (1) by ability, (2) by weight, (3) by age, (4) by height, (5) by school grade.

3. *Intramural*. Contests between various groups within the membership, as, (1) school boys, (2)

working boys, (3) dormitory men, (4) business men, (5) municipal, (6) inter-class, (7) intra-class.

4. *Representative*. Contests of Association representatives with other organizations.

5. *Tournaments*. (1) *Intramural*. These should run for a period not to exceed three months, in order to give the individuals in the losing groups an opportunity of being selected for another and short term contest. As a rule these contests are made part of the regular class sessions. In some Associations special periods are set aside for the contests. Such tournaments stimulate interest in the regular class work, but it should be understood at the outset that this work is not to interfere with that for the rank and file of the membership. (2) *Representative*. The kind and amount of representative competition will depend on local conditions.

6. *Meets*. Contests which are completed and decided within two or three hours' time. (1) *Intramural*; coming at the close of some tournament and serving as a climax. (2) *Representative*; contests to which one or more other organizations are invited to take part.

Events.

(1) *Individual.*

- a. Track athletics: (a) dashes, (b) middle distance runs, (c) long distance runs, (d) potato race.
- b. Field athletics: (a) pole vault, (b) jumping, (c) shot put.
- c. Aquatics: (a) short distance swims, (b) middle distance swims, (c) long dis-

tance swims, (d) fancy diving, (e) plunge for distance.

d. Miscellaneous: (a) wrestling, (b) fencing, (c) boxing.

(2) Team. a. Basket ball; b. volley ball; c. soccer; d. lacrosse; e. tennis; f. baseball; g. hockey (field and ring); h. water soccer; i. hand ball.

Scoring Methods. The handbook of the Athletic League of North America and the special pamphlet by Dr. John Brown, "Athletic Tests for Boys," contain many valuable suggestions for grouping individuals and scoring tables.

Awards. The giving of cups and medals should be discouraged except possibly for special occasions. Recognition may be given in various ways: (1) Honorable mention by placing names of victors on tablets to be kept in the trophy or club room; (2) certificates or diplomas; (3) ribbons; (4) buttons; (5) inexpensive pins; (6) pin medals; (7) standard medals.

The Conduct of Meets. In the conduct of any contest organization is essential to success. This includes committee service, publicity, printed matter, necessary apparatus and officials. Due forethought with reference to these matters will economize time and effort and prevent confusion later.

Things to remember in advance are: (1) time of meet; (2) adequate place; (3) cost; (4) character of prizes; (5) an adequate number of entries; (6) whether the date selected is non-conflicting and appropriate; (7) the increased effort which it will demand. These settled, then details must be considered.

Printed matter. Entry blanks¹ must be sent to athletic organizations and followed up and widely distributed. These should contain a clear statement of the date, place and events and the character and number of the prizes. Provision must be made to carefully file and number these entries as they are returned. The closing of entries must be announced on the blank, the date which should be strictly adhered to, being long enough in advance to allow for handicapping events and for insertion in the program. As prominent athletes enter much can be made of the fact in good newspaper publicity. This is the best form of advertising. Posters and street car signs may also be used to good advantage. Upon the receipt of each entry the competitor should be sent an admission card which will be an acknowledgment of his entry. A careful record should be kept in a separate book of the number of each entrant, the fee paid and the events entered.

Officials. These should be selected with great care, and with reference to efficiency rather than to honor prominent individuals. Most meets have too many officials and often too many that know nothing about officiating. Special care should be used in selecting the referee, the starter, the chief clerk of course and the judges of finish. Weakness in any one of these points may seriously mar the games, and make all other work of preparation count for naught.

Apparatus. Days in advance the physical director should go over each item of the program and check up each article needed. Little items, like finish tape, whistles, pistols and cartridges, stop watches, pins for

¹ See sample entry blank in Appendix, page 207, 208.

competitors' numbers, bars for the high jump standards, seem insignificant, but the absence of anyone will cause delay.

The meet itself. The games should start on time and delays must not be tolerated. Some one person ought to be selected as the director of games whose sole duty it is to keep things moving. Many good meets have been spoiled by long-drawn-out and needless delays. The clerks should announce events long enough in advance to insure prompt appearance of athletes.

Marshals are an important element and should be efficient. None but officials or competitors should be allowed in the enclosure and even the latter must be hustled off the field as soon as their event is over, though care must be exercised in providing a place where they can witness the games. They should receive courteous attention from the Association which is their host.

A good announcer or bulletin board is an essential to the success of the meet.

X

SOCIAL FEATURES

All phases of the work should stimulate fellowship and sociability. "There should permeate the Association the happy, vigorous and healthy personality that attracts, stimulates and impresses." The use of informal events of various types, such as hops and walks during the after-class run, hand wrestling, unique swimming and athletic contests, are desirable at times. Pick-up group team contests and games are likewise helpful.

Of the more formal affairs that may be conducted in the interest of sociability the following list is suggested:

The circus, with its variations; a carnival of sports in the gymnasium and natatorium, including the great variety of floor and water games; races—relay, hurdle, tub, egg and spoon, candle, three-leg tandem, cross tank, egg blowing; specials, such as tug of war, bobbing for corks and apples, walking on the bottom with weights, ducking, and such games as water basket ball, polo, soccer polo; fancy diving.

Monthly socials in the gymnasium with special program of games and sports, with or without refreshments: Dime socials—members depositing a dime to pay for cocoa, wafers, etc.; the entertainment may

consist of games, singing, talks. Holiday socials, as Hallowe'en, Valentine night, April Fool's day, with characteristic features of entertainment. Suppers for classes, teams, committees and clubs; dinners and banquets to celebrate the close of team games, tournaments, leagues, and banquets at the end of a term or season's activities. An apple social, marshmallow roast, press social, with original paper edited by the members (personal references in such a paper should not be offensive). Local talent socials, where the entire entertainment is furnished by members of the class or club; a union sociable, in which the members of the department combine with those of the Young Women's Christian Association.

Receptions to various groups of individuals, particularly those apt to be interested in the physical features, may be made to serve a social purpose, if properly arranged for and conducted.

A committee on the visitation of the sick is a social feature, and because of its great importance should certainly be included among the social activities of the physical department.

XI

METHODS OF RELIGIOUS WORK

A fundamental aim of the Young Men's Christian Association is to study the life problems and religious needs of young men and boys, and having ascertained these needs to attempt, directly or indirectly, to supply such as are not being otherwise met. A leading feature of the physical department should be the doing of this same work in its own peculiar sphere, a sphere broad in its scope and elastic in its adaptability. The physical department, in its intimate and continuous contact with its members, has large opportunities, with relatively large responsibilities, in this field of effort. The religious work of the department is the one feature that distinguishes it from all other physical training agencies.

Definite religious work should be included in the physical department policy of every Association. It should be in harmony and coordinated with that of the religious work department.

A special committee may be appointed to cooperate with the general religious work committee in promoting the departmental religious activities.

A knowledge of the religious needs of the department membership may be obtained from the application blanks, and from personal interviews, either at

the time of the physical examinations or by special appointment.

A tactful method of special interview would be by introducing a candidate to some thoroughly experienced member who would undertake the case and follow it up. Facts should be ascertained regarding the moral and religious life of the person, his relationship to the church, to Bible study and to religious activities in general. Every consistent effort should be made to enlist him in definite Bible study and religious service. If not a professing Christian he should be the subject of earnest, tactful and continuous effort.

In many Associations Bible classes can be organized in natural groups, the courses and the hours being adapted to the needs of those attending. Members qualified to pursue advanced Bible study should be referred to the regular courses of the Association. Religious education work, such as life-problem courses, should have a moral and religious application.

Because of the close relationship between the physical and spiritual natures of the adolescent boy, and because of the vital importance of this period in his life from the viewpoint of religious education, it is urged that evangelistic Bible study be specially promoted among such boys and with a view to obtaining definite decisions for the acceptance of Jesus Christ as Saviour and Lord.¹

All religious meetings held on the gymnasium floor should be announced in advance. They should be con-

¹ For suggested courses of Bible study for both boys and young men, see Appendix, page 203.

ducted by the best men—men conversant and in sympathy with the aims and spirit of the department. They should be short—two or three minutes. When these floor meetings are held between or after regular exercising, members should have opportunity to don proper clothing, so as not to jeopardize health.

The physical department may sometimes become responsible for an Association men's meeting.

XII

HEALTH EDUCATION

The human body is a complex and intricate machine. That all men should have at least a general knowledge of the laws governing the body is a self-evident fact. The driver of an automobile not only needs to know the workings of the steering gear, but if he is to get much service from the car he must know the general working of the whole car and be able to at once locate any parts that go askew. He must also know what obstacles to avoid in driving the machine. An auto may be able to run up a curbstone and through ruts for a while, but the life of that machine will be much shorter than if the chauffeur avoided such obstacles.

In a similar way every man should know the working of the human machine, what it needs for growth and development, how to get the most work from it by constant and careful adjustments, and what to avoid. The physical director who is worthy the name must be more than a mere director of physical activities. The day is past when intelligent people will be satisfied with the man who merely plans a course in physical exercise, no matter how careful he may have been to make it scientific and practical. Men need to know more than how to exercise.

At best the director will have his men in the gymnasium only four or five hours per week, and by a single act of carelessness after leaving the exercise room they may undo all the good results of the exercise. The physical director must be more than a physical *trainer*, he must be a physical *educator*, and teach men not only how to handle their bodies in the gymnasium, on the athletic field and in the swimming pool, but also how to get the best results from their physical organism in their business or professional careers, what conditions to avoid and how to act under difficulties. This means that the laws of health must be taught, and when we recognize the fact that one-half of the sickness now existing might have been avoided, and that thousands of deaths might have been postponed, the gravity of the problem becomes evident.

The relation of the physical director to the other departments of the Association, in the matter of health education, should be that of an expert adviser. Should the boys' division, the educational or the religious work departments, institute or promote health education within their respective memberships or in the community, the physical director, as a specialist, should cooperate, giving advice when called upon and by supplying qualified persons for committee service.

Two fundamental methods may be employed in the promotion of health education, the class method and the lecture method.

The class method includes the use of text book, and demands considerable home and classroom work

on the part of the pupil, the work to continue through one or more terms.

By the other method the lectures may be given singly or in courses, the subject matter being largely handled by the instructor.

Classes or lectures may be separate units of instruction, or they may be held in connection with other activities, such as gymnastic, educational or Bible classes, or as a part of the Sunday afternoon meeting.¹

For the distribution of health education literature, the following methods have been used with success: a. At the time of personal examinations; b. at a subsequent special interview; c. at lectures, classes and public entertainments; d. through selected individuals, committeemen or institutions; e. through the daily press or certain periodicals; f. through vacation and general information bureaus; g. at public welfare exhibits; h. through special mailing lists.

PERSONAL HYGIENE

The physical department has a definite obligation in the education not only of its members but of the membership of the Association as a whole and of the entire community in the subject of personal hygiene. For the department membership opportunities will occur in connection with official and special interviews, by short talks before gymnasium classes or to small natural groups. For the general membership, there may be talks before any related group of men

¹ For suggestions regarding health lectures, see Appendix, page 206.

or at more formal gatherings. For the community at large the director should associate with him a corps of local physicians and other specialists that a broad plan, with good backing, may be inaugurated and carried through with success.

FIRST AID TO THE INJURED

Through the joint arrangement of the International Committee of Young Men's Christian Associations with the American National Red Cross of the United States Government, the men and boys of every Association have special privileges of pursuing courses in First Aid under the sanction of the Red Cross, and, if successful in the examination, may receive the official Red Cross certificates bearing the facsimile signature of the President of the United States.

These First Aid courses are of three grades:

1. Boys' Course, for those under 15; involves simple fundamental features and principles of First Aid.
2. The Elementary Course, limited to those 15 and over; requires a thorough course of training in both theoretical and practice work.
3. The Advanced Course is limited to men who have already passed the official elementary test. It involves both written and practice work, requires much more of the principles and reasons for methods pursued, and needs full and explicit replies to questions given in the test.

Teachers or leaders of First Aid should usually be active, successful physicians; though efficient physical directors with special training in this work may make good leaders. The course should involve ten to fif-

teen or more regular sessions of the class with the leader. Much emphasis should be given to the practice part of the course at each session of the class, and special attention given to the prevention of accidents. The thirty-cent text-book in First Aid by Major Charles Lynch of the American Red Cross is used very largely in the best courses, but any other efficient, modern text may be acceptable. It is desirable that each student should own a text-book.

INSTRUCTION IN SEX HYGIENE

The purpose of instruction in sex hygiene is to inspire high ideals, to teach self-mastery in relation to a person's moral developing interests, to properly guard against the acquisition of wrong habits, to correct false ideas that may have been acquired.

All teaching should emphasize the moral and religious rather than the physiologic, psychologic or pathologic.

Instruction should center first upon the relation of the sex function to the growth and character of the individual; then emphasize the relation of the individual to society.

The instructor should be a person of tested character and ability, possessed of virile manhood and a personality that would appeal to and command the respect of the individual or group he was set to teach.

The demand for information should be met according to the physiologic and psychologic stages of growth. Instruction should not arouse morbid curiosity. The anatomic, physiologic and pathologic ma-

terial should be used sparingly. The instruction should be given in very short courses or in a single lecture; it is best given as part of a series of general health lectures or studies.

As to methods, the instruction should center upon the parents, as they are the natural teachers of their children. In the case of other adults, instruction may be given to groups selected with reference to occupation, or common interest and natural association, such as industrial workers, college students and clerks.

For boys, if lacking parents or neglected by them, instruction is best given through personal interview by wise and careful men in whom they will have full confidence. It may also properly be given to small groups or classes, of similar intelligence and graded with reference to physiological age.

Sex-hygiene literature may be distributed under certain restrictions, such as previous preparation of the person or group and with a definite time stated for its return. All such literature should be selected with great care, and it should be strictly non-transferable. Putting such literature into the hands of pre-pubescent boys is of very questionable propriety, and it should be given out to pubescent boys with great caution.¹

COMMUNITY HYGIENE

The work in community hygiene will include instruction in good housekeeping—both indoor and outdoor. Through public lectures, well written

¹ For list of approved literature, see Appendix, page 205.

articles in the daily press, and the distribution of attractive and illustrative leaflets, public opinion regarding matters of household and community health may be enlightened and elevated.

To aid in starting and conducting a health campaign material may be obtained from various sources: State and city health boards; such organizations as anti-tuberculosis, municipal research and moral prophylaxis societies and other welfare agencies; libraries, including their bibliographies; school boards, regarding illness and absence of pupils; literature of insurance companies; certain documents issued by the national government.

Material so gathered should aid in informing the local society or club undertaking the work of community publicity, furnishing ammunition for the use of home lecturers, newspaper writers and for those charged with editing the leaflet or pamphlet literature for general distribution.

The topics presented should be those adapted to the local needs; ordinarily their scope would include, above and beyond the hygienic care of the houses, yards and outbuildings of the residential sections, and buildings and environment in the business and industrial parts of the city, such general subjects as street cleaning, sewage, public water supply, markets, milk and other food supplies. Also, sanitation of public buildings and street cars, building laws regarding light, air and density of population, the location of parks, public baths, recreation centers.

In the prosecution of such a campaign the stereopticon or the "movies" might be employed with excellent effect.

XIII

CONSTRUCTION AND EQUIPMENT

Value and Limitations. Many Young Men's Christian Associations have done creditable physical work with meagre equipment. As a general thing, however, it is true of Association physical work as with any enterprise, the more complete the equipment the larger the output and the better the results—both quantity and quality are improved.

However, equipment is but one phase of the matter. The man element is the deciding factor. Many a workman or leader has succeeded in spite of and not because of poor tools. Other factors being equal successful returns are more certain where equipment as well as leadership are of the best.

The following has been prepared as an aid and guide in constructing and equipping the numerous features of the physical department:

A thorough study of the city should be made before determining on a building site. Such study should include, a. the present area and relative centralization of population; b. the probable growth of the city both in size and direction; c. the type of city, whether suburban and residential, commercial, manufacturing, or a combination of some or all; d. other physical training and recreative agencies, activities

and traditions. The physical director, as a specialist in physical education, sanitation and hygiene, should become conversant with all matters relating to size, shape and location of suggested building sites, and fully consider their advantages from the standpoint of available sunshine, natural ventilation and sewer connections. It will often be desirable for him to serve as a member of the building committee; he should at least keep in close touch with it.

The location of the physical in relation to the other departments in the building is a matter of much importance. It should be easily accessible from the main lobby, and yet so situated that the department activities will not interfere in any way with other Association features, and vice versa.

The size and shape of the lot will largely determine whether this department shall be placed in the main building or in an annex. In the largest cities, where land is expensive, it is often desirable and necessary to place the physical department at the top of the building. This adds somewhat to the cost of the framework but has the decided advantage of securing more sunlight and air than in any other part of the building.

It is desirable that all the department features be in close proximity. The ideal is to place these all in a wing or a separate building. The basement gymnasium has been condemned by Associations. It is now the general consensus that no feature should be placed lower than a half basement, four or five feet below the street level. Even in this case there should be a subbasement and a roomy area on all exposed

sides; only in this way can dryness and perfect ventilation be assured.

When bowling alleys are installed they should be placed so as to be reached by the general membership without entering the physical department.

The matter of specifications is of utmost importance. Much attention should be given to the question of materials and quality of the same, to the location of pipes, hot water equipment, shower valves, etc.¹

Essential features are the exercising rooms, including a gymnasium, with running track and visitors' gallery; an auxiliary gymnasium or exercising room, hand ball courts, and wrestling, boxing and fencing rooms. Bathing room, including shower baths, swimming pool, hot room, and, in large Associations, a Turkish bath.

Dressing rooms should have abundant light and direct ventilation, and there should be accommodations for visitors, both individuals and teams. These rooms should contain lockers sufficient in number to meet the needs of a growing membership. Three locker plans are suggested:

1. The individual plan, where a private locker is provided for each member; boys, young men, and business men may have different sizes.

2. The counter service plan, where the member's clothing is contained in a small box or basket and cared for in a separate room by an attendant. The member carries his box to and from the dressing

¹ This subject is thoroughly treated in a separate volume, dealing with the problems of construction and equipment of the physical department.

room, where temporary locker room is provided for the maximum attendance at any one time.

3. The self-service plan, where each member is provided with a small box in the dressing room. This box contains his exercise clothing, but during the period of using department privileges a locker is at his disposal for his street clothing.

As there is a wide difference of opinion regarding the relative merits of these plans, no preference is mentioned; a careful discussion of each may be found in the pamphlet just referred to.

XIV

SUMMER ACTIVITIES

Heretofore the greatest activity in the physical work has been in the winter months. Then the gymnasium classes are crowded and the activities are at high tide. We have assumed that with the warm season men would cease taking active exercise and so have planned little for them; and yet it is in the summer-time when men and boys have more time, that they seek recuperation and really enjoy exercise most.

In recent years it has been found that if the work is rightly planned, properly announced, and its character changed, gymnasium work can be continued throughout the entire summer. The great majority of young men have very short vacations, and must remain in the city during the greater part of the summer, and as the Association building is usually centrally located it is most accessible.

Now if the individual does certain types of work when he has *least* time, he should be expected to do more when he has *most* time. If he does not there must be some psychological reason. His great need is not *less* to do, but different things to do. Not *no* activities, but a change in activities to fit the summer spirit.

The ordinary gymnasium schedules are too suggestive of winter and not adaptive. Just as we have discovered that education should not be limited to winter terms, but that the summer provides unusual opportunities by simply changing the environment of the classroom to the park, the garden or the roof, so physical work can be conducted even in the building by changing the type of work. Even in as hot a section as the down-town portion of a city it has been proved that gymnasium classes can be continued, with modifications in the type of exercise, all through the summer.

First of all the Association building and its accessories must suggest the spirit of summer. There should be a change in the furnishings. Curtains and heavy upholstery should be displaced by things more seasonable. Electric and other fans, plants, flowers, bubbling fountains with clear, clean, cool water for drinking purposes should be available. The roof or an adjacent lot may be appropriately equipped and electrically lighted for recreative purposes. As accessories to the regular work baseball scores can be announced and oftentimes music afforded.

The calisthenic drills should be brief, snappy and happy and be followed by recreative games. Spring and summer tournaments in hand ball, volley ball and even indoor baseball are popular and hold interest. The swimming pool can be made very attractive, and there may be special effort to give instruction in swimming and life saving with other features for the more advanced swimmers.

Of course the ideal plan is to transfer the indoor work to out-of-doors and simply continue the win-

ter schedule in a different environment and with different day's order. Where an athletic field with adequate facilities for all forms of athletic games and sports is available this is possible. But it must be remembered that simply having a field does not avail. It must be well supervised and an active and varied program of activities provided. Experience proves that a field near a body of water providing bathing and boating is most popular. If out of the city any considerable distance a club house with dormitories should be a part of the equipment. A progressive Association will secure such an equipment.

Many Associations by force of circumstances will be unable to provide such equipment, but this does not mean that summer activity is not possible. The following experience may prove suggestive:

The experience contains an important principle, namely: that the best way to create interest is through democracy. Members enjoy what they initiate. To create unusual interest in summer recreation a "Summer recreation rally" was announced. An interesting speaker on "How to enjoy a vacation" was secured for a short address. His name was sufficient to create interest. The meeting was held in the large auditorium. This was a suggestion that a crowd was expected. Another man of prominence was asked to preside. The stage was decorated to indicate summer vacation. A tent was pitched; a make-believe campfire was produced; athletic paraphernalia, such as fishing nets and rods, a canoe, tennis rackets, ball bats and golf clubs were used for decoration.

Before the time of the program, cards were issued to the members asking them to check the particular

sports in which they were interested and return the cards at least two weeks before the night of the rally. On these cards were named all of the conceivable sports which the community might afford. The list included track and field sports, tennis, baseball, rambling, camera club, horseback riding, surf bathing, boating, tugboat trips, trolley rides, golf. There was no idea how many of these would be provided, but it was a method of making an inventory of the members' desires.

When the cards were collected the lists were classified. Then a meeting of the different groups was called. For illustration, a dozen men wanted golf. These were called together to discuss how golf might be provided. The Association had no golf grounds and could not afford them. A committee was appointed from the group to investigate the city and to find what the city had to offer in grounds and to report at the rally. Similarly other groups were called together and sent out to find places and to report definite methods. And they succeeded admirably. The golfers found splendid golf links furnished free by the city and organized the group to play on them. The boating group found they could secure special rates at the park if tickets were bought in quantities. The athletic group found an athletic park which could be secured for \$100 and the money was secured by issuing athletic park tickets at \$1 to one hundred interested members.

All of these groups reported on rally night. First, the orchestra played, the address was given, and stereopticon views of Silver Bay, Lake George, the local and state camps for boys were shown; also pictures of

local athletes. Then came the reports, after which the groups got together, organized and made plans. These were launched enthusiastically because the members made the enterprise possible and a splendid season of many activities resulted.

For a program of outdoor activities one thinks of spring and fall athletic meets, and all-round tests during the summer. The following are suggested: Relay runs to a neighboring city, cross country runs and paper chases, twilight baseball leagues, playground ball leagues for business men, hand ball and outdoor baseball, bicycle runs, and when possible aquatic sports.

The Association should seek to sense the prevailing sport in its community and relate itself to it. For illustration, in one city the favorite sport was sea bathing. On Saturday afternoon many of the members were found on the beach, though the Association was not related to it. The Association made a study of the situation. It was discovered that one of the large bathing houses was most popular. A representative was sent to the proprietor who agreed to the suggestion that lockers be reserved in a certain section of the building for Association men. This segregated the men and brought them together at the beach at the same time. Then the physical director related himself to the group, directing the games on the beach, including three deep, pyramids and races. Later the group organized into an Association swimming club, and thus through tact and study and adaptability the Association became the directing force.

In another city the chief attraction was camping

on a river. The best location on this river was occupied by drinking clubs. Investigation revealed that the property was owned by a churchman. The physical director called upon the owner, told him that if the Association were given a portion of the property a boat house would be erected and the rest of the property would be supervised and leased to respectable persons. This he agreed to. The objectionable persons were eliminated, better groups became tenants and the Association formed a stock company of one hundred members at \$10 each and erected a substantial boat house with sleeping accommodations.

Summer is the time for unusual opportunities and should be planned for, and a varied program both within and without the building energetically promoted.

XV

STUDY OF THE FIELD

Every community has certain fundamental characteristics which have great significance to him who plans to meet its physical needs. Among these are the following:

Industrial character. There is always a prevailing industry. A town may be given to heavy manufacturing involving a definite type of laborers, or to industrial enterprise with men of radically different habits and impulses. Commercial pursuits may stamp another place, while yet another may be the center of an agricultural district or yet a capital or a college city.

It needs but a glance at these differences to recognize that a single scheme of physical interest, or an arbitrary method, cannot possibly be applicable to all places alike. There must be adaptation.

Men of the rolling mills should be considered from the standpoint of their peculiar physical habit. Evidently the chief of their needs is not muscle. Yet their impulses must be challenged in order to secure their attention. Again, the men of mercantile houses would hardly be attracted by what would appeal to the iron worker or the builder. Their tastes and physical habits indicate a course which would com-

pensate for their sedentary occupation. Men of the mines would be appealed to most keenly by recreation and brightness. Men of the store-counter would gladly work to acquire muscle where it would be felt. It is not so much the specific work that is laid out or offered as it is the establishing of a natural point of contact with disinterested people who need you.

Temperament. Every community has a distinctive temperament. This may be recognized as conservative or progressive, moral or depraved, athletic or phlegmatic; but whatever it is it furnishes a basis upon which the intelligent director will plan his work. One would not think of establishing an extensive and expensive athletic field where the athletic interest was not pronounced; and dry routine and class drill would have but little appeal to those whose tastes and habits were emphatically athletic.

Clannish people would be appealed to by group interests which were more or less exclusive, while the attempt to group others by classes would find only failure and offense.

Innovations, and frequent at that, are needed in some places, while others will tenaciously cling to old standbys.

Nationality. It is obvious that a community with a prevailing foreign population would have traditions of its own, which the wise director should seize upon. Naturally a German community would reflect the Turnverein and its method, while the Scotch or English contingent would put their emphasis upon open-air interests and would with difficulty be persuaded to accept routine indoors. One would hardly expect a community mainly composed of people of French

extraction to take enthusiastically to Swedish gymnastics nor a prevailing Scandinavian people to emphasize fencing.

The whole problem sums up into finding the thing men *want*, rather than *what we think they want*. To be sure there is their *need*, which may be at decided variance with what they want; but you must get the men before you can meet their need, and this means winning their interest. Winning their confidence follows soon after; then you can do the best for the man and he will accept it. But after all, that is Association work—to win men's interest, then their confidence, then themselves.

The policy and program of the physical department should be based upon a thorough knowledge of the community, particularly in regard to conditions affecting the lives of men and boys.

Accurate knowledge of the field can be secured best by means of a carefully planned "survey." This should be made even where the Association has been established for years. It has particular value preceding the construction of a new building, as it may reveal facts which have a definite bearing upon the site and planning of the proposed structure.

When the work has been conducted for some time without such a study having been made, it should be undertaken as soon as possible to ascertain whether or not the best type of work is being done both in the Association and in the community.

Even where previous studies or surveys have been made, there is need for keeping in touch with changing conditions by constant study and observation.

In making the survey it should be kept in mind

that the accepted policy of the Association physical department is to consider as its field the physical need of every man and boy in the community, whose need is not being adequately met by any other agency. Its policy should be, however, not necessarily to meet the need directly, but rather to see that the need is met, and in many instances certain of these needs can best be met by some other agency. In such cases the Association should seek to energize the existing agency, or if it does not exist to endeavor to create it.

HOW TO CONDUCT A STUDY OF THE FIELD

There are three methods of conducting a study of the field:

1. The physical department committee and physical director make the study over an extended period of time without any other organized cooperation. Various phases are taken up in succession, as soon as one study is completed another is begun. This is unsatisfactory, as it does not create any great enthusiasm or interest, necessitates a great deal of work and involves much time on the part of a few men.

2. Under the direction and inspiration of the physical department committee and physical director, or as a part of the work of some organized class, the study is made by a larger number of men working as committees for a shorter period of time.

3. Although comparatively new, the "campaign" method has given the best results. Under the direction of the physical director or some other expert the survey is conducted on the quick, short-term basis, in from four days to two weeks.

The dates are decided well in advance so as not to conflict with other important events in the community.

At the "setting up" meeting the plan and scope of the survey is outlined in detail and the objective explained.

Every effort is made to secure the cooperation and attendance of the most influential and best workers in the community. A strong chairman is elected to preside at the opening meeting, and all meetings of the group as a whole. After the plan of the survey is outlined by the director, chairmen are elected or appointed for the various committees. These men, together with the chairman, secretary and director, constitute an executive committee. This committee draws up a list of subcommittees, placing each man who is to participate on one or more of these. Great care should be exercised in appointing the chairmen and committeemen.

The number of committees will vary with local conditions and the number of men participating.

More than one phase of work may be assigned to one committee. The following is a suggestive outline for five committees:¹

1. Population and Vital Statistics.
2. School Hygiene.
3. Recreation and Amusements.
4. Public Hygiene.
5. Social Conditions and Sex Education.

Following the "setting up" meeting the various committees meet and are given a complete outline of

¹ See detailed outline for survey, Appendix, page 190.

the work which they are to cover. Each committee is instructed to make direct inquiry and report in writing upon the things assigned to it, *e. g.*, the committee on schools is expected to actually visit all of the schools, or delegate members to certain schools, and ascertain first-hand the information called for.

The cooperation of state and local experts in the various phases of work should be secured if possible.

All data which can be charted to advantage should be so arranged; this will add greatly to the value of the study.

At the closing meeting all committees report in writing as to the conditions which they were to investigate and also present a list of definite recommendations which should be divided into two parts:¹

1. Those relating directly to the internal policy and program of the work of the physical department.
2. Those related to the health and recreation of the community.

The recommendations may be further classified as follows:

1. Those which can be carried out immediately.
2. Those which involve further investigation and later action.

¹ See Appendix (pages 196-201) for definite outline of recommendations taken from a typical survey.

XVI

EXTENSION WORK

Before an effort is made to initiate or develop activities outside the Association membership, a well organized work for the members should have been perfected.¹

Facts gathered from the study of any field will best determine the policy to pursue in extension efforts. The usual logical beginning is to organize a special class to train men for work with general organizations. Such training may be given to members who are preparing to teach the extension features and also to men from churches and clubs that may wish to send representatives to the Association.

The work of this class should cover principles and methods of dealing with boys, class drills, rules governing athletics and games and other general topics. Either in this class or in another group a school to train officials for meets and contests is well worth undertaking.

ENTERTAINMENT WITHIN THE BUILDING

The Association gymnasium may be used at stated intervals for high school games, Sunday school athletic leagues, commercial leagues, industrial leagues and the like.

¹ See Scope on page 12.

Often arrangements are made with churches or high schools by which boys and young men are sent *en masse* for class or athletic instruction, a special fee or lump sum being agreed upon.

The bowling alleys are often rented to the same groups as the above for league tournaments, thus placing such activities under wholesome auspices and affording a wholesome basis for contact.

Frequently the Association has the only swimming pool in the city and it affords a resource of value in ministering to different groups in the community; public swimming campaigns are conducted in which the natatorium is thrown open to the public for a week or two. Frequently an arrangement is made to teach swimming to public school students; high school aquatic meets are held and often special instruction may be given to groups of municipal employees such as firemen, policemen and swimming bath attendants.

The Association in many communities bears an active relation to the athletics of the community, both in the holding of athletic meets in the gymnasium and through the activities on the Association's grounds, where athletic meets, baseball games and tournaments and other forms of outdoor sports are provided or organized. Tennis courts may be made available through organized tournaments and through a relationship established with the churches, schools and business houses.

Lecture courses on health subjects in the building may make the Association a center for health information and education. Caution should be exercised in all extension work so that the privileges of the members are not curtailed, or that by the free use of

privileges by nonmembers the membership is not underrated. The members' interests must be protected.

EXTENSION WORK OUTSIDE THE BUILDING

Among the types of service open to Associations and likely to win the confidence of the people of a community are the following:

A cooperative and supplemental relation to the public schools in pioneering the development of physical education and medical examinations of school children, in the organization and direction of public school athletic leagues, in taking responsibility for securing Christian leadership of physical education in the schools, and in accepting direction of recess periods and athletic meets.

A cooperative relation to public recreation by creating sentiment for playgrounds, by teaching the value of playgrounds through actual demonstration, by enlisting the cooperation of men in securing legislation, by giving counsel in reference to the construction and equipment of playgrounds, by providing the supervision or undertaking the actual management of public playgrounds.

A cooperative relation to the Sunday schools and churches, by providing trained leaders to direct physical work in churches, or by training church leaders in the Association gymnasium; by organizing Sunday school athletic leagues through which summer camps, athletic meets, physical tests, first aid classes and physical education may be promoted by the churches.

A relation to the municipality through civil service classes for city employees, physical training for po-

licemen and firemen, and the supervision of civic meets, celebrations and pageants.

The promotion of health education in shops, factories, department stores, first aid classes for employees, public lectures on health and eugenics, campaigns in sex education, preparation of courses of study and organization of classes in public hygiene.

Promotion of industrial athletic leagues, gymnasium classes, and swimming and life-saving instruction for employed boys.

The federation of the permanent institutions of the community, such as schools, churches, settlements, playgrounds, turners, etc., in reference to the administration of athletics by which the sports of an entire city or county may be placed upon a basis through which character and manhood will be developed.

Investigation, education and cooperative efforts in behalf of better housing, and living and working conditions of the men and boys, especially in industrial communities.

There is no limit to the possible service in a given field except the limit of the ability of the physical department committee, their acquaintance with the needs of the community and the confidence in which they are held.

XVII

SUPERVISING AGENCIES

The International Committee, through its physical department committee advises, interprets and stimulates the work of the physical departments of the local Associations. It attempts to standardize and correlate the physical work of North America. Its employed secretaries are its executive officers. It functions in the following ways:

1. PUBLISHES MATERIAL

Through special printed matter, *e. g.*, courses of study, hand books, record blanks and books, the work is standardized. Statistics, facts and reports are gathered and published. New literature is created and pronouncements made with reference to its progress and development. Special service is rendered in criticizing building plans, and by suggesting valuable modifications in equipment. Service is rendered in uniting Associations in the promotion of swimming campaigns, sex education campaigns and other forms of united endeavor requiring executive leadership.

2. MAKES NATIONAL, STATE AND LOCAL SURVEYS

Surveys are made of communities and policies outlined based upon the facts discovered.

3. CONDUCTS AND PROMOTES RESEARCH WORK

The department creates new ideas and ideals in ref-

erence to Association physical training. Special studies are made. New types of possible service are discovered, so as to keep the work abreast of the times.

4. RELATES ASSOCIATION WORK TO OTHER AGENCIES

The secretaries of the department represent the physical work of the Association in and to other agencies, and present it at conferences and conventions. The relationship to other agencies is defined and cooperation developed.

5. OPERATES THE HEALTH LEAGUE AND THE ATHLETIC LEAGUE OF NORTH AMERICA

Certain forms of service are delegated to this department by the International Convention, such as the direction of the Athletic League of North America and the International Health League. These the physical department of the International Committee administers and reports upon to the International Convention and unofficially to the Physical Directors' Society.

6. SERVES THE SUMMER SCHOOLS AND PHYSICAL DIRECTORS' SOCIETY OF NORTH AMERICA, its secretaries acting as deans of three such schools, outlining the curriculum, and bearing a teaching advisory relation to others.

7. ACTS AS A CLEARING HOUSE

Physical directors, committeemen and others are free to call upon the department for information and counsel in reference to the physical work. Reports of work done in local fields are given publicity so that each may profit by the progress of all the others.

8. RECRUITING MEN FOR AND PLACING MEN IN THE PHYSICAL DIRECTORSHIP

Men are constantly sought who have the potential qualifications for the physical directorship and are advised with reference to study and training. Special efforts are made to secure men from educational institutions. Cooperation is given the training schools in the securing of students, direction is given to the physical departments in three summer schools and a helpful relation sustained with all. Associations are assisted in finding physical directors suited to their need. Physical directors are assisted in transferring, where the wisdom of such transfer is agreed to by the Associations and physical directors involved. Every proper attempt is made to secure promotion for the deserving physical director and for the enlargement of the office so that men will find in it a life function.

9. A DEPARTMENT OF CONCILIATION AND ARBITRATION. Sometimes there are points of difference between an Association and the physical director. These often are referred to the International Committee for adjustment and for settlement. Often also points at variance in definite policies are satisfactorily settled.

10. A DEPARTMENT OF INTERPRETATION AND EXTENSION. In addition to all the above, the department seeks to interpret the place and nature of physical training in relation to existing special forms of Association work, such as the county work requiring unique departures in administration and philosophy to meet the health and recreation needs in rural communities; the industrial work, where again special

adaptation is needed; the railroad and army and navy work. In each of these special adaptations of Association work different interpretations of the physical work are required, and these must be and are given distinctive study and service.

STATE COMMITTEES function through physical department subcommittees composed of volunteer workers. At present no state physical department committee employs the entire time of a secretary, though part of the time of a staff secretary is sometimes assigned to physical work. In nearly all the states annual conferences of physical directors are held and in some monthly conferences are promoted. These serve to unify and standardize the work.



XVIII

RURAL PHYSICAL TRAINING

Heretofore there has been little athletic progress in rural communities because there has been practically no program. Here and there an interested and energetic pastor, school teacher, college graduate or city athlete is putting his life into the play and athletics of his rural community with telling effect. Yet as a whole physical training is seldom associated, even in our thinking, with the country. If we have thought of the rural community in this connection at all it has been to make a passing observation on the healthfulness of the country and its advantages to growing youth. This superficial thinking, with no real study, on the part of both country and city folk is largely responsible for the indifference regarding health and recreation so characteristic of rural communities.

When we consider that in 1913 there were 45,000 communities with 4,000 population and under in the United States and Canada, with over 12,000,000 boys and young men (or 60 per cent), representing 2,500 organizable counties in the United States and 500 in Canada, one can appreciate the breadth of the field open to this work.

Now let us consider briefly the actual conditions in rural communities. For a long time we have accepted

the statement that the country is more healthful than the city. We have taken it for granted that it must be so because of the open country, the fresh air, the sunshine, the fragrance of the fields, running water, and the songs of birds. We have contrasted this with the congested city; the narrow hard paved streets teeming with people and traffic, and walled in by skyscrapers shutting out the sunshine and filling the air with dust and dirt. We have contrasted the dirt and turmoil of the city with the tranquillity of the peaceful hamlet and village. Thus we have become fixed in our idea of the healthfulness of the country, but startling as the statement may appear the death rate in cities is being reduced much more rapidly than in rural communities.

In the time of our forefathers the country was but thinly populated, the virgin soil was not polluted, the fresh waters were not contaminated, and the air was free from many of the germs which cause some of the most virulent diseases. Then, too, the manner of living was very different from that of men on the farm today. They tilled the soil, felled the forest, hunted the woods, fished and paddled the streams. Not indirectly through machinery as now but personally, with only simple tools to work with which involved the use of both mind and muscle. Theirs was a hardy life which developed a rugged constitution well able to withstand disease.

But a change has taken place; although not as great as in cities, it is nevertheless more dangerous, for in the city the change has been so rapid and marked, and its influences so pronounced that attention has been compelled toward it. On the other hand, it has

come so gradually and insidiously in the rural community that men have scarcely noticed it and they have continued to live as they did when they were more isolated—when every man was a law unto himself. Thus it is that the small town or village is in the greatest danger today.

In the average rural community little or no attention is paid to precautions against impure drinking water, and soil pollution through improper disposal of sewage and garbage. The location of the privy close to the house on the one hand, and close to the dug well, in many instances, on the other, with a manure pile oftentimes intervening, presents the most favorable conditions imaginable for the spread of contagious and filth diseases. This accounts for the prevalence of typhoid fever, dysentery, diarrhea and kindred diseases in the country.

Dr. Charles E. North reports that sixty per cent of wells examined on farms, both in the eastern and western parts of the United States, were seriously contaminated with the bacteria which was identified with sewage. Seldom does one find a screened privy or the use of disinfectants.

In one of the communities recently observed the sewage and garbage are emptied on the bank of a pond in which the boys swim in summer, and from which ice is taken in winter for general household use.

The majority of health officers await complaints of unsanitary conditions before taking any action, even when they are aware of the violation of the health ordinance and the danger which it occasions to the entire community. This is due to the certain

knowledge, gained from bitter past experience, that action on their own initiative is sure to bring them into disfavor with the offenders and with many of his family or political connections.

The same indifference is manifested in the lack of consideration for the physical welfare of school children. In some of the oldest states the sanitation of the rural schools is little short of criminal, not only because of a failure to provide for proper heating, lighting, ventilation, seating and drinking water, but also because of a lack of anything approaching a proper and regular medical examination of the scholars. Experience leads us to believe that the need for such medical examinations in rural schools is as necessary as in the largest and most congested cities. Too often is one impressed with the number of defective and backward children in a school with an agricultural environment.

In one of the surveys thirty-six boys and girls of the fifth and sixth grades in a rural school were examined with the following results: Defective in nose and throat, 17; defective in teeth, 16; defective in vision, 15.

Only eight of the thirty-six were normal, while four were defective in three points, fifteen in two and nine in one point.

Very little instruction is given in personal hygiene, and practically none in sex hygiene. Seldom are health education talks given or literature on health distributed.

Practically no provision is made for recreation either in or outside of the school. The play instinct is suppressed and childhood is robbed of much of its

normal joy. In many homes the boys and girls are treated and worked much like the hired help.

The athletics in the schools of the larger towns are fashioned after the college type of specialization, with little or no attention to the average boy; while the town teams in the majority of instances are influenced by professionalism, saloon control, Sunday games and kindred practices.

Ignorance on the part of leaders, officials, and competitors is the one outstanding cause of most violations of the amateur spirit. Adequate conception of the place and value of athletics, and a readiness on the part of the best element in the community to assume responsibility for the promotion and conduct of athletics on an educational and wholesome basis, are practically unknown.

Cash prizes at county fairs and Sunday school picnics, with a division of gate receipts, are typical examples of country evils in athletics.

The problems in rural work are very different from those confronting the city physical director. In the city one of the problems is to adapt the work to large numbers, while in the country the problem is to discover work suitable to small numbers. In addition it must include both sexes of all ages, and those of the open country as well as those who live in towns and villages. Then, too, the type of work must be different. In the city, emphasis is placed upon relaxation, and the recreational side of physical training; in the country the emphasis must be placed upon that type of work which will stimulate a quick reaction and develop coordination.

In spite of the small numbers usually found in

the average rural school, team play must be organized in order to develop the social and moral qualities which come through cooperation. This is best accomplished through the group games. To this end play demonstrations are being given in the rural schools and at teachers' institutes by the county secretaries. Town picnics and play days are being organized for young and old.

The county school athletic league contests have been developed by the International Committee. Through this league the schools of the county are organized to stimulate and supervise the play and athletics of the scholars.

The boys are classified by weight and each boy is encouraged to participate in all the events in his class, an accurate record being kept of each boy's standing in all events, and each boy's records counting in the school standard. In some instances as many as ninety per cent of the school boys of a county who are over sixty pounds in weight are participating in all of the events in their class. Details of the events may be found in the October (1911) number of *Rural Manhood*.¹

In this connection might be emphasized the principle of cooperation with existing agencies, which is fundamental in all of this work. The church, school, grange, farmers' institute, county fair and all such organizations and institutes are the channels through which the work of the county Association is projected.

The county leagues of town baseball, basket ball, and other team games afford a splendid means of establishing clean sport on a strong basis. In a

¹ Published at 124 East 28th Street, New York City.

number of counties such leagues have supplanted the regular Sunday semi-professional games by Saturday amateur games, and been the means of transforming the games from an occasion of debauchery into a wholesome play day, not only for the teams, but for the entire community.

Inter-town relay races, Boy Scout organizations, first aid classes and "hikes" are among the possible activities. Wherever a leader who has had sufficient experience, and equipment will permit, calisthenic drills and apparatus work may be a part of the regular season's program.

A definite program of health education should be inaugurated including the use of Health League lectures, slides, films and literature. Special attention should be given to instruction in sex hygiene. Local physicians can be secured to give addresses on preventable and communicable diseases, public hygiene and first aid.

"Tin can day" and "Clean up day" have been organized in which the boys and men of the community have united in ridding the streets, alleys and yards of garbage and refuse.

Shower baths and swimming pools have been installed, school grounds equipped for playground, and work and play supervisors employed.

The county camps, of which there were thirty-four in 1913, representing 236 different communities, with a total attendance of 1,546, may be mentioned as a part of the regular program of work.

Realizing the increasing necessity for a sane and progressive program of instruction in health education and physical activities, and to determine actual con-

ditions in rural communities, surveys were conducted in 1912 in ten rural communities located in New York, Kansas and Colorado. From a local point of view the purpose of these surveys was to have the men of these communities know their own locality by personal investigation and study.

These surveys were made as follows: Statistics regarding population, vitality and morbidity, school attendance, etc., were secured in advance. A general meeting of all men interested in the survey was held, at which the purpose was explained and committees appointed to make a personal study, report and offer recommendations under the following heads: Schools; public recreation, including amusements, playgrounds and bathing facilities; community hygiene; sex hygiene; churches and Sunday schools, and living and working conditions.

During the two or three days of the survey these committees actually investigate the phases for which they are responsible. In this way every man is brought personally into touch with some vital problem of community interest and is compelled to give some definite thought toward its solution. The leading men of the community are not only made aware of conditions with which they were not familiar, but are led to ask the latest and best methods of meeting them.

At the final meeting each chairman presents the report of his committee. This serves to educate every man present, not only regarding the specific part which he was investigating as a member of one of the committees, but as to the entire scope of the survey.

Wherever possible facts are presented in graphic form by the use of charts.

Following the report each committee presents its definite recommendations, which are acted upon by the meeting as a whole. These recommendations constitute a definite program of work which may cover a number of years, although the survey itself takes but a few days.

For a complete story of such a survey, together with other material relating to rural health and recreation, see the May (1912) number of *Rural Manhood*.

These surveys have proved an effective and quick way of arousing local interest in vital issues. In every instance very definite results have followed.

After such a survey one is not so apt to hear the oft-quoted phrase, "Well, this place is as good as any other, and in fact I think it is just a little better than most places of its size." Men have come to believe there are some things to be done and that it is up to them to get together and do them. They have realized the value of health recreation from a social, moral, economic and religious standpoint, and have planned to give it a larger place in the home, school and government. They have sunk politics, creeds, traditional differences and petty quarrels in a common endeavor to perform some common task.

In conclusion, some practical suggestions are offered as to how the city physical directors may be a factor in the program and progress of physical training in rural communities.

In the first place, the county department of the Young Men's Christian Association invites the heartiest cooperation of the city Associations.

Some city physical directors are so situated that they do not come into contact with the rural field, while others are located in agricultural centers.

We must ever recognize and conserve the dignity of the farmer, and keep clearly in mind that he resents any disposition on the part of city folk to practice missionary work on him. We must not undertake any form of extension work from our city Associations into the country, with an idea of doing the farmer good. In fact, he feels that he has been "done good and plenty" by the city folk too often.

We should consistently allow responsibility for all work to remain where it rightly belongs—namely, with the men of the local community, recognizing that a resident force must be the redemptive force, and that only as the local consciousness is awakened to its needs and led to make inquiry regarding the manner in which the community itself can meet them, will there be any permanent good accomplished.

Local responsibility and local leadership are needed. This leadership must not only be discovered, but trained and set to work.

Another fact that needs to be emphasized is that the vital center is a personality and not a place. A building and equipment instead of being essential is in many cases a handicap.

Having carefully considered these few, but important points, we may now pass on to some concrete ways in which the city physical director may find opportunities for service.

First, by helping to set up play and athletic programs and officiating at county meets, agricultural fairs, town and church picnics, holiday occasions, etc.

Second, by assisting in the organization of school athletic leagues, intertown leagues, relay races, etc.

Third, by the demonstration of calisthenics and play games at teachers' institutes and rural schools.

It may not be out of place here to raise the question as to whether or not we are justified in having city athletes and gymnasts give exhibitions in rural communities. There is no doubt that they are entertaining and educational, and yet it may be questioned whether their permanent influence is for good.

Finally, the city physical director may render the greatest service by cooperating in the training of rural leaders for play and athletics, either by having these leaders come to the city Association at regular intervals or by meeting with them in some rural center. In this way he may do much to impress upon them the place and value of play and athletics, and to furnish them with that theoretical and practical training which should include group games, athletics, team games, simple drills and apparatus work.

Thus in a simple manner it may be possible for many city physical directors to practically double their influence, and help in bringing to the young men of the open country and villages those advantages which go with scientific physical training.

The present development of rural work is calling for new specialization in physical training—a rural recreation director, who by birth, with a rural community experience, and training in rural sociology and psychology, will do for the country what the Christian social worker and physical director are doing for the city.

XIX

GENERAL ORGANIZATION IN THE ASSOCIATION

There are several existing organizations in the Young Men's Christian Association which the physical director should know and with which he should be identified and cooperate.

THE EMPLOYED OFFICERS CONFERENCE

This is a conference which practically meets each year except the year in which the International Convention occurs. The latter is held triennially. The Employed Officers Conference brings together the employed officers of the Associations of the United States and Canada for the discussion of their vocational problems. It develops fraternity and unity. These conferences have historic value. They have done much to promote the efficiency of Association work and to dignify the position of an Association secretary.

The conference is made up of groups of conferences of the various specialists which are constituent members and each have representation on the program committee. The programs of the Employed

Officers Conference consist of general sessions in which all unite, and departmental conferences at which time the societies or associations of general secretaries, physical directors, educational directors, boys' workers, county work secretaries and other groups meet. One of the important by-products of the Employed Officers Conference is the Insurance Alliance.

Annual membership in the Employed Officers Conference, including membership in the Physical Directors' Society and subscription to *Physical Training*—the official magazine of the Physical Directors' Society—is \$2.50.

THE PHYSICAL DIRECTORS' SOCIETY OF THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS OF NORTH AMERICA

The Physical Directors' Society of the Young Men's Christian Associations of North America was organized at Lakewood, N. Y., June, 1903. It promotes fraternity, unifies and standardizes the physical work and promotes original research. It issues the monthly magazine, *Physical Training*, and holds an annual conference in conjunction with either the International Convention or the Employed Officers Conference. Every physical director should be an active member of the society to help and be helped. It is essential in order to keep in touch with the new developments in the work.

Ten annual conferences have been held: St. Louis, Mo., 1904; Niagara Falls, N. Y., 1905; Indianapolis, Ind., 1906; Washington, D. C., 1907; Ocean City,

N. J., 1908; Omaha, Neb., 1909; Toronto, Ont., 1910; Columbus, Ohio, 1911; Silver Bay, Lake George, N. Y., 1912; Cincinnati, Ohio, 1913.

Standing committees on Graded Gymnastics, Religious Education, Health Education, Social Service, Bibliography, Sexual Hygiene, etc., promote activity in the study of these subjects throughout the year which results in valuable original contributions. The Society has its own executive committee and the usual officers.

Local physical directors' conferences are also held, which are a source of inspiration and education to those who attend them. In metropolitan cities like New York and Chicago conferences are held bi-weekly and monthly. In states like Massachusetts and New Jersey such conferences for the men of an entire state are possible each month. In other parts of the country, where distances are great, such meetings are semiannual or annual, and in the latter case are held in connection with state conventions. The programs of the more frequent conferences include practical gymnastics as well as theoretical studies.

THE GENERAL SECRETARIES INSURANCE ALLIANCE

This is a fraternal organization in which only Association employed officers can be members. Its purpose is to provide a fund which will go to the family of a deceased employed officer. Upon the death of a member of the alliance each member is assessed \$2.10. The ten cents covers all expenses of the Alliance. The balance goes to the beneficiary. During the decade closing December 31, 1911, the In-

surance Alliance paid a total of forty-seven benefits, an average per year of less than five. The total amount paid out in benefits was \$109,792. During this time the average benefit increased from \$1,681 in 1902 to \$3,299 in 1911, and over \$4,000 in 1913. Every physical director should join this alliance not only for the benefits his family will derive, but because of the brotherhood and fraternity it promotes.

THE ATHLETIC LEAGUE OF THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS OF NORTH AMERICA

The Athletic League is the athletic administrative body of the Young Men's Christian Associations of the United States. Canada has its own Athletic League, described elsewhere. This was formerly a part of the North American League. The Athletic League retains its original name abbreviated as A. L. N. A.

The purpose of the League is to set high standards of conduct in athletic sport among Association members, to create suitable legislation, to make rules uniform, to provide for a bureau of records, to establish a clearing house for methods, to promote athletic federations, both among local Associations and through them with other responsible agencies.

In July, 1911, at the request of the Physical Directors' Society the alliance of the Athletic League with the Amateur Athletic Union, which had existed for fifteen years or more, was terminated because this alliance greatly hindered the Association in promoting its work in more remote fields and limited its relations with other reputable organizations. Then, too,

the Associations believed that the methods of administration still insisted upon by the A. A. U. did not meet modern needs.

Since the alliance has been terminated the Athletic League organization has been entirely recast. The former system of registration of athletes and sanctions of games has been abolished. The membership fee in the League has been reduced to \$2.50. An amateur platform has been adopted and is the basis of membership and of athletic conduct. A new amateur definition has been made. The following extract from the platform indicates the relationship in athletics of Young Men's Christian Associations which are in the Athletic League with each other and of such Associations with other agencies:

Athletic Platform

PRINCIPLES:

We recognize in Athletics, when wisely directed:

- (a) A form of supplementary physical training for the development of bodily vigor.
- (b) A great educational force developing the coordination of the muscular and nervous systems and contributing quick motor reactions, muscular skill and precision.
- (c) An excellent means of teaching social ethics, of establishing right social relationships and social cooperation, and of satisfying the play instinct.
- (d) A means for the development of character, through self-control, temperate living and fair play.

We do not favor:

- (a) The placing of emphasis upon prize-giving or prize-winning and believe these should be secondary and incidental.
- (b) Any form of commercialism, through bribes, or special honoraria offered as inducements to men to compete or demanded by them for competing.
- (c) The recruiting of athletes by one organization from another.
- (d) That high degree of specialization in athletics which interferes with the harmonious development of the bodily functions.
- (e) That practice in competition which leads to excesses and undue nervous expenditure or which result in a state of mind not in keeping with true sportsmanship.

All Young Men's Christian Associations which adopt this platform and thus pledge themselves to conduct their athletic competition in harmony with its principles are eligible to membership in the League upon sending written notice to the headquarters of the League together with membership fee.

Such Young Men's Christian Associations may participate with all other organizations, clubs, teams or federations of whatsoever character which in like manner subscribe to this platform or adopt a platform similar in principle. Those organizations, teams, or federations which will not subscribe to this platform, or adopt the platform similar in principle, and practise these principles in competition will not be

eligible for competition, with Young Men's Christian Associations in this League.

The Athletic League has become decentralized and the name of the Governing Committee has been changed to that of Executive Committee, as its chief function is now that of promotion and of education. The committee consists of the members of the Physical Department Committee of the International Committee and three members at large.

Furthermore, the emphasis is upon intra-Association athletics, and measures are being adopted in the interests of quickening such efforts so that the largest good to the largest number will result.

Since the reorganization of the League there has been growth of favorable sentiment toward the federation idea, not only in the Young Men's Christian Association, but also in other organizations throughout the nation.

The Athletic Research Society, a national body composed of representative men who are studying the scientific aspects of athletics, advised the organization of a national federated committee. This is made up at the present time (1914) of officially selected representatives from thirteen national movements, related to the promotion of athletics, and it is seeking to work out in a national way the federation plan. The Athletic Research Society furthermore has adopted an amateur platform similar to the one adopted by the Athletic League. This society and the Intercollegiate Athletic Association are making studies of athletic administrative problems with reference to placing athletics upon a more wholesome basis.

THE ATHLETIC LEAGUE OF YOUNG MEN'S CHRISTIAN
ASSOCIATIONS OF CANADA

This body supervises the athletics of the Associations in Canada and bears in essence the same relation to the Canadian Associations as does the Athletic League of North America to the Associations in the United States, though different in form. The membership fee is \$5.00 for Associations having a membership of more than two hundred and \$2.50 for those having less than two hundred members. No registration fee is charged. The principal Associations in the Dominion are members. A Governing Committee elected by the Associations directs the League.

XX

OUTSIDE COOPERATIVE AGENCIES

EDUCATIONAL

1. *The Health Education League*, Devonshire Street, Boston, Mass. This organization issues pamphlets on various health topics, such as "Emergencies," a good booklet for use in shops; "Mosquitoes and Flies"; "Milk"; "The Boy and the Cigarette"; "Colds"; "Sexual Hygiene," etc. The League will print the name of the local Association on the cover. These pamphlets cost from two to five cents each. They are cheaper in quantities.

2. *Scientific Temperance Federation*, 23 Trull Street, Boston, Mass. This organization provides scientific literature in reference to the effects of the use of alcohol. Slides, charts and lectures are furnished at low figures and can be used with good results.

3. *The American Red Cross*, Washington, D. C. This organization heretofore has only acted in time of war or calamity, but recently has undertaken a campaign for the promotion of the study of first aid to the injured. The International Committee of Young Men's Christian Associations has arranged a plan whereby both unite in providing a diploma for

successful students in the subject. Other societies with which the Association is related in a less official way are the National First Aid Society, Beacon Street, Boston, Mass., and the New York Society. The American Red Cross has recently organized a National Life Saving Department—promoting instruction in Swimming and Life Saving. The Association and Red Cross are in active cooperation in such matters.

4. *The American Society of Sanitary and Moral Prophylaxis*, New York City. This society promotes instruction in sexual hygiene. It has issued the following pamphlets, which can be used with good results: "The Young Man's Problem" (for young men); "The Boy Problem" (for parents); "What My Uncle Taught Me" (for boys, 11 to 14); "The Relation of Social Diseases with Marriage and Their Prophylaxis." The latter sells for twenty-five cents, all the others are ten cents each.

5. *The Society of Social Hygiene*, Chicago, Ill., is a similar organization, and its literature can be used without hesitation.

6. *American Federation of Sex Education*, New York City, and *American Vigilance Association*, New York City.

7. *Local and State Boards of Health*. These should be heartily cooperated with by the extensive use of their literature. Many local Boards of Health issue splendid illustrated material on such topics as "Fighting Flies" and "The Care of the Baby."

8. *United States Government Experiment Stations*. These agencies publish much valuable material which can be secured free of charge. They invite

cooperation in getting their printed matter before the public.

LEGISLATIVE

While the Association, as such, is not a legislative organization, it nevertheless can participate in legislative work through agencies which are specifically legislative. Such agencies are:

1. *The Society for the Suppression of Vice*, Nassau Street, New York City. Where foul literature is discovered in a community and samples of it are sent this society, steps will be taken to prosecute the publishers and rid the community of it. It is particularly effective in suppressing literature sent through the United States mails and in securing convictions of those so using them.

2. *Board of Health*. If unsanitary buildings and unhealthy conditions are reported, the Board of Health will act quickly and effectively. Their laboratories can be used for testing water or milk or for securing antitoxin.

3. *American Humane Society*, or its branches. The home office is in New York City. This is practically the only agency working in behalf of the maltreated and undernourished child. This agency has autocratic power and can act without police warrants in taking children out of homes. Its department in behalf of maltreated animals presents a splendid opportunity for educating and enlisting boys with reference to the proper treatment of animals. Its literature upon this subject is valuable.

MISCELLANEOUS

1. *Charity Organizations*, local and state. These agencies should be used in any attempt to deal with homeless or dependent people or the unemployed.

2. *Tuberculosis Societies*. Literature can be had freely. Sanatoria lists are available. Often the exhibit can be placed in the Association building.

3. *National Playground and Recreation Association*, Metropolitan Building, New York City. Complete information can be had in reference to playgrounds, including literature, slides, exhibits and lectures.

4. *United States Volunteer Life Saving Corps*. A Young Men's Christian Association auxiliary department has been provided. Buttons for membership and instructions for organizing are furnished gratis.

5. *Juvenile Courts*. Cooperation can be had with this agency by furnishing volunteer probation officers.

This is a day of cooperation. The Association should seek to know the agencies in its community which are at work, and use them, as well as lend them its cooperation.

XXI

KINDRED ORGANIZATIONS

The Association physical director must not limit his relations to organizations which have to do with the Young Men's Christian Associations alone. He needs the broadening influence of other national bodies related to physical education.

The American Physical Education Association. This is the scientific body in physical education in North America. It includes in its membership directors from educational, municipal, social and religious agencies. The Association publishes a monthly *Review* which contains original and scientific papers on physical education and presents the news and progress of physical training the world over. Membership in the society, including the *Review*, is three dollars annually. The society averages some eight hundred members and includes in its membership leading physical educators.

Contemporary Physical Education Movements. Groups of organizations unite together to promote interest in distinct forms of physical education. One of the most active and progressive of these is the North American Turner Bund made up in its membership largely of German-Americans. These organizations exist in most of the middle and large sized

cities in America. They teach largely a modified form of the German system of physical training originated by Jahn, Guttsmuth and others. To these societies America owes much for the pioneer work they have done and for the interest they have developed. Lieber, Beck and Follen, German refugees, educators and patriots, were the first in this country to establish physical education and for many years, up to the time when physical training became popular in America, the Turner organizations, outgrowths of their early work, were the most progressive and most extensive and today they have a large constituency. They have a normal school of physical education and have trained many physical directors who today are directing physical work in schools and on playgrounds.

In fact, this movement has been a most effective pioneer in physical education in the public schools. The great Turner Fests are wonderful exhibitions of skill in gymnastics, and of cooperation among the various local Turner organizations. The Associations should bear friendly relations to these agencies and cooperate in every practicable way.

In some cities Swedish societies also exist, which promote the Swedish system of physical education as originally developed by Ling. These, however, are not so numerous as the Turner organizations, though Swedish gymnastics occupy a very large part of the program of physical education in educational institutions, particularly in work for girls and women.

Athletic Administrative Bodies. Two organizations stand out very prominently in the United States—namely, the Amateur Athletic Union of the United States and the National Intercollegiate Athletic As-

sociation. The former has jurisdiction over track and field sports, basket ball and swimming, gymnastics, wrestling and boxing, and, through its alliance with other bodies, of skating, fencing and cycling. This organization is the legislative body of America in athletics, frames the practical rules which conduct the practice of athletic events and promotes national and sectional athletic championships, both indoor and outdoor. This body alone claims the official right to reinstate athletes for violations of the amateur laws, and to recognize American records as official.

All individuals who desire to compete in athletic meets under its auspices or sanction must register, for which they pay twenty-five cents annually. Such registered athletes can compete only with other athletes similarly registered. Membership in the Amateur Athletic Union is \$7.50 per year, and is open to all amateur athletic organizations. To those organizations not members of the Amateur Athletic Union which desire to hold athletic meets in which registered athletes can compete, a charge of \$10.00 for sanction is made.

The Amateur Athletic Union has been a very strong factor in standardizing and regulating sport in the United States, and for many years the Athletic League of North America was an allied member. Some individual Associations still retain membership in this body. Every physical director should be acquainted with this agency and understand its method of work. In Canada the Amateur Athletic Union of Canada is a similar body, but membership is more representative. What are considered as allied members in the United States are active members in the

Canadian governing body, in other words groups of organizations join as leagues; such leagues, however, have complete control over their own sports.

The National Intercollegiate Athletic Association is an organization which has coordinated the majority of the colleges in an athletic program. While it recognizes the autonomy of local colleges, it has through its committees promoted official football rules and amateur standards. It is to the colleges what the Amateur Athletic Union is to athletic clubs, though in a more democratic sense.

The Athletic Research Society is an organization made up of unofficial representatives of different institutions—educational, social and religious—which is making scientific studies in athletics. As a result of the study of athletic administrative problems this society created a National Athletic Federated Committee, which, as its name implies, is a federation of most of the national organizations in the United States which promote athletics. In this committee are represented the colleges, Young Men's Christian Associations, Turners, public schools, settlements, playgrounds, Sunday schools, boys' clubs; in fact, thirteen different agencies dealing with the play life of the youth of the country. This committee stands for a cooperative movement in athletics among representative institutions for promoting ideals in athletics, making athletics yield the largest possible character results. Its methods are considerably different than the method of the Amateur Athletic Union. The Federated Committee works through groups of institutions rather than through individuals. It holds the institution back of the athlete responsible for

maintaining the amateur law, rather than the athlete himself. Hence it places the responsibility on the local organization rather than upon the national governing body.

The National Playground and Recreation Association is another organization of importance. This association is the clearing house for all information and methods in playground development. It has a corps of field workers who make surveys, hold institutes and promote the organization of playgrounds. In an endeavor to promote local playgrounds the Association works with and through this agency.

XXII

CONCLUSION

In this concluding statement an attempt is made to trace the rise and growth of technical physical education in this country and the Association's relation thereto and influence thereon. Physical training was introduced into America by three German refugees, university professors—namely, Lieber, Follen and Beck—in 1825. With ideas of personal liberty and democracy too liberal for their native country at that time, they came to America. In physical education they stood for the fundamental principle that the training of the body was essential to the training of the mind. They established their gymnasiums and worked out their systems, but made little headway.

For a period of years following, at least three types of physical education were urged upon America. Those who favored the German system, others who believed in the Swedish system, and still others who believed in the military type of physical training, were all active in the promotion of their propaganda, all of which had merit and each of which helped to modify the type later developed as well as to modify each other. Great followings were developed for each.

None of these systems, as such, seemed to have

the peculiar elements necessary to make them popular among Americans to the extent that either became the dominant system of physical training. They seemed to lack most perhaps the unique psychologic element needed to make them typically American.

Thus it remained for an American to rise to the occasion and originate a type of physical training that would appeal more largely to the American temperament and meet American conditions. This propagator of the new faith was Dr. Diocletian Lewis, who appeared upon the scene in Boston in 1860.

Dio Lewis taught what he called the "New gymnastics" and published a book upon the subject. He is credited by some with having invented the light wooden dumbbell and he greatly changed the methods for teaching calisthenics, introducing movements which were quick in action, light in force and involving mostly the large and fundamental muscles of the trunk and legs. He emphasized those types of exercise which made for health rather than those which developed skill or expertness. He particularly urged upon educators the establishment of his method in the public schools, and frequently appeared before them demonstrating his methods and urging his principles.

He was not a scientific man, but Dr. E. L. Hitchcock of Amherst College was a pupil of his and later introduced his methods in Amherst. Here they were improved upon, made scientific, and later adopted by other colleges and universities; thus they became the forerunner of physical training in educational institutions.

Lewis' work greatly influenced Robert J. Roberts

of the Boston Young Men's Christian Association, who adopted his ideas and added to them, giving more emphasis to work for the "middle third" of the body, or, in other words, the fundamental muscles. He introduced informality in the gymnasium, placing spots on the floor so men could line up in place without much preliminary delay. Roberts coined the expression as was stated in the opening chapter that exercises should be short, safe, easy, pleasing and beneficial. He completely modified the method of using heavy apparatus, placing the chief dosage on the legs instead of the arms, thus enhancing the hygienic value. He introduced the psychologic element, and work was made attractively interesting. Business men found the work magnetic and began to come to the Association in great numbers.

Contemporaneous with Roberts we find in the colleges Hitchcock, Sargent and Hartwell, making scientific Lewis' plan in the colleges. Dr. Gulick then followed Roberts in the Association work and made his work scientific. Then came the Training Schools, which began to turn out men which Associations and colleges alike eagerly used for the direction of their work.

A new American type of physical training had been devised. The Association, first a small factor in physical education, now became a large factor, for its men were giving ideals to educational institutions which heretofore had followed old world methods. Many of the early physical directors in the Young Men's Christian Association, however, came from Turner organizations and gave the Association its

first experience. That is why we find the work even to the present partaking largely of this type of work. The graded gymnastic work, the day's order, follow these lines pretty closely still, but very radical departures were made in the calisthenic, athletic and hygienic types of work.

The Association not only accepted the idea of the relation of mind and body, but also added the idea of the relation of body, mind and soul, and the adoption of the triangle as its emblem was a triumph in the practical development of the principle of the unity of man. Thus through physical education the Young Men's Christian Association has made a very definite and concrete and original contribution to religious education in America. In the early sixties it was, for illustration, the only religious organization in New York City that had a gymnasium. Today that city has scores of religious agencies that have physical training features. The church, in fact, that has not is now becoming the exception.

Thus the Association not only contributed to physical education in general, but to religious education as well. In the former it took a large place in leadership and in the latter complete leadership.

The next development was in the realm of social service. When the Association was at its height in community athletics, the playground movement in organized form was born, and being a pioneer in this field the Association was a mighty factor in promoting these agencies, cooperating unselfishly with the Playground Association. Undoubtedly the sentiment created by the Association and the number of men

trained is a large factor in the present attitude which prevails in favor of character making through play.

The play movement was only indicative of a wider interest in social service and social awakening, and because the Association was ready and active it became a large factor in social service of all kinds. The development of industrial welfare work, with its emphasis upon health and hygiene, rural reconstruction with its play picnics and need for health organization, all brought to the Association vast opportunity for service which it has in so many instances bravely and sanely entered. Service in Panama, in construction camps, in army and navy, demanded specialization in physical work, as well as a broad policy in non-technical physical expression, which the Association quickly saw and modified its plan accordingly.

Its message of physical evangelism has been carried everywhere and adapted to all kinds of needs and conditions. Last, but not least, came the call from foreign lands. Association work had made great progress in other countries. Gradually it was recognized that the fourfold gospel was needed, yes demanded, by those lands which hitherto had given little respect to physical needs. The call came for this form of ministry.

Today Association physical training is transforming the social life of China. An Association physical director promoted the first gymnastic exhibition and the first great national games. American sports are being nationalized. The Association promoted the first Far Eastern Olympic Games, introduced physical training in the schools in the Philippines, established physical education in the largest University in India.

Korea plays American games under Association direction. At Montevideo the Association is helping work out the beginnings of a national program of physical education. Thus the world call is coming to the Young Men's Christian Association in physical training. Opportunities are opening in foreign lands faster than the Young Men's Christian Association can enter them.

All these developments at home and abroad have made large demands upon the physical director. In the early days gymnastic ability was the first chief requisite; later when the work became scientific, technical and scientific training was essential; then as play and physical training became socialized, social training and experience were essential. The modern physical director requires the qualities of a natural leader, a skilled body, a scientific mind; he must be an executive and promoter, and must have social vision. He must be a public hygienist, have the spirit of scientific altruism and be a religious educator.

Naturally many men who entered in the early days with simply the talents which fitted for the work of those days, but who were unequal to the later demands, dropped by the wayside. The pace was too fast. The demands were too great. Others who have grown have found in the physical work a large, a comprehensive life vocation. Those now in the work as they reach out and extend their influence and relate the Association to the problems of men and boys, individual and social, will continue to make their calling more permanent, wider, more useful.

Each physical director, realizing the many demands for training men and men of ability in this calling,

will constantly give vision to young men of potential ability, will train them and thrust them into this great harvest field of service, thus making their own influence immortal and having a share in building up the Kingdom of God through physical education.

APPENDIX

APPENDIX

AMATEUR ATHLETICS

The Athletic Research Society adopted the following high standards:

Definition of an Amateur Athlete

An amateur athlete is one who participates in competitive physical sports only for the direct pleasure of the game.

The Spirit of Amateurism

The Spirit of Amateurism carries with it all that is included in the definition of an amateur athlete and much more.

The Spirit of Amateurism stands for a high sense of honor, honesty, fair play, courtesy and temperate living on the part of participants—hosts or guests—officials and spectators. It stoops to no petty technicalities to twist or avoid the rules or to take an unfair advantage of opponents.

It implies a recognition of the marked influence of athletics in developing organic vigor, physical fitness, intellectual efficiency, moral qualities and social habits. It seeks to increase their value by exalting the standards of all sports.

It is opposed to all practices which are harmful to individuals or to amateur athletics in general, such as: playing for money or gain of any kind, betting, selling prizes, proselyting, over-specialization of "star performers" to the exclusion of the "rank and file," etc.

It recognizes the need for wise organization and supervision of athletics and cooperates in making these efficient.

OUTLINE OF SURVEY

GENERAL HINTS

Look for other things than the outline suggests. Be sure to get these, but let them lead out to other related subjects. In answering questions give sources of information; either names and addresses of individuals or the literature, as it may be desired to verify or follow up the facts.

POPULATION STATISTICS

1. Total population. Secure from latest census returns.
2. Young men and boys of Association age. Estimate by counting one in five of the population as of Association age.
3. Male school population. Secure from local school authorities.
4. Industrial population—Men and boys. Secure from state labor report.

VITAL STATISTICS

1. Mortality. (a) Classify deaths from principal causes; (b) classify deaths according to age; (c) classify deaths according to locality.

Consult United States Vitality Statistics, also state and local statistics. Secure cooperation of local health officers.

2. Morbidity. Secure copy of local ordinances which refer to the reporting of contagious diseases, spitting, etc., and discover to what extent they are enforced. Is Ophthalmia neonatorum reportable? Discover what diseases are more or less constant in the community and in what section of the community they are most prevalent.

SCHOOL HYGIENE

Medical Examinations

Are medical examinations made in the schools?

What do such examinations include?

Do they include tests of vision and hearing, inspection of

teeth, nose and throat and lungs? Examination of heart?

Who makes these tests?

When are they made, and how often?

Secure or compile statement as to number of defects discovered.

If no examinations are made plan to have one hundred children taken at random by a staff of expert physicians.

Physical Provision for Special Cases

How are medical examinations followed up?

Is there a system of notification of parents? A visiting nurse?

What quarantine measures are used in reference to communicable diseases?

Are open-air schoolrooms provided?

Is there a class for backward children?

If so, describe curriculum and method of conducting.

Physical Training

What physical training is conducted?

By whom is it conducted?

What is its character and extent—

(a) calisthenics.

(b) games.

(c) apparatus work.

What physical training equipment is available?

What competitive athletics are conducted and what supervision is provided? (Secure schedule of different games held during entire season.) Is there any supervision of the recess period? Is there a Public School Athletic League? Describe it. Is any instruction given in personal hygiene? If so, what subjects are taught and to what extent?

Ventilation

What method of ventilation is used?

At what temperature is the school room kept?

Is the air moistened?

PUBLIC RECREATION

Games

What games do the boys and young men play?

What is the prevailing sport? (Watch them on the streets and inquire of leaders.)

Are the games individualistic or group games?

To what extent are baseball, basket ball and other team games played and by whom?

State number of teams.

Also secure last season's schedules.

State actual or approximate number on these teams.

What groups participate?

To what extent and under what conditions are track and field sports practised?

What athletic meets, if any, were held during the past year? Where?

What winter sports are engaged in?

Are there any prizes offered? What kind?

Are athletic meets held under sanction of the Amateur Athletic Union?

Are there any professional sports? Describe.

Who manages them? Who participate?

What other opportunities are there for recreation?

Who are the leaders of sport in the community?

(a) *Outings and picnics* (describe by whom held, nature of program). Secure printed matter.

(b) *Moving Picture Shows*. Number of, and approximate number attending. Character of audience. What are the legal restrictions?

(c) *Number and Location of Saloons*. To what extent do they offer recreative activities?

(d) *Number of Pool Rooms*. Number of young men frequenting them and the general character of surroundings.

(e) *Number of Bowling Alleys*. Number of young men frequenting them and the general character of surroundings.

- (f) *Number of Dance Halls.* (1) Public; (2) Private.
Hours for closing. Any supervision? Number
having liquor connected.
- (g) *Number of Social and Athletic Clubs.* Membership,
size, character and age. Functions held.
- What is the principal recreation of the community?
What seems to be the prevailing need in reference to
recreation in the community? How can it be met?

Churches

- How many churches are there? State denominations.
To what extent do the churches and Sunday schools en-
gage in social and recreative life of the young men and
boys?
- What equipment have they?
- Is there a Sunday School Athletic League? Describe it.
- Are there men's and boys' clubs in churches? Name them.
Number in membership. Character of activities of
each during a full year. Are they federated?

Playgrounds

- Are there any public playgrounds?
- Where located?
- How supervised?
- What is the daily attendance?
- What is the daily program?
- Under whose direction are they managed?
- What further grounds are available?
- Acreage?
- Who owns them?
- To what extent is the school a social center?
- Is there any natural local play center?
- If so, describe it.

Bathing

- What facilities are there for public bathing?
- Indoor or outdoor?
- To what extent used?

What supervision is there for bathing?

(a) In the homes.

(b) In private institutions.

PUBLIC HYGIENE

Water Supply

What is the source of the community's supply?

What precautions are practiced to prevent pollution?

Is it filtered?

Have there been any typhoid epidemics?

Is there a constant supply of cases?

Sewage

Describe the method used by individual homes for the disposal of sewage? Where is it deposited?

Are there open sewers?

Is there a community system of sewage?

Describe it.

What becomes of it finally?

Garbage

How is garbage disposed of?

How often is it collected?

What kind of receptacles are used?

Source of the Food Supply

Is there official inspection?

Is any food on sale exposed?

State in detail.

What is the law in reference to foods?

Is it enforced?

What methods are used for protecting milk from contamination?

What is the sanitary condition of dairies?

What is the law and practice in reference to tuberculosis?

(See state laws on health. Find if local or county laws.)

LIVING AND WORKING CONDITIONS

- What chief industries are located in the community?
What is the character of the work?
Are the sanitary conditions favorable?
To what extent are minors employed, and their ages?
What are the hours of work?
What opportunities are there for recreation?
What opportunities for lunches?
Are hot lunches available?
How do the workers use leisure hours?
Character of homes—
 (a) How many one family.
 (b) How many two family.
 (c) How many three family.
Are there privies and to what extent?
Are there any houses that exceed in height the width of the street?

Welfare Work

- Character of physical work done—
 (a) By manufacturing plants.
 (b) In other places.
What laws are there in reference to buildings?

SEX HYGIENE

1. Extent of the social evil.
2. Extent of impurity among boys.
3. What educational efforts are being used?

AGENCIES IN THE COMMUNITY DOING PHYSICAL BETTERMENT
WORK

1. Describe the health organization.
2. Are there any organized efforts to combat tuberculosis?
3. Are there any child welfare agencies?
4. Outdoor gardens?
5. Relief agencies?
6. Women's clubs, etc.?

What Institutions Are There for Caring for the Sick and Dependent?

- (a) hospitals.
- (b) clinics.
- (c) dispensaries.
- (d) homes.

IMMIGRANTS

- 1. Number of each nationality.
- 2. Are there colonies of foreigners? Locate them.
- 3. Under what conditions do they live?
- 4. What educational efforts are being made in their behalf?

CRIME

Secure report of arrests for the year and classify them as to causes and the age.

RECOMMENDATIONS

The following are recommendations which were made in connection with a survey in a city of 38,000 and are included simply as a suggestion.

I. SPECIFICALLY TO THE ASSOCIATION

- I. That an extensive campaign of health education be conducted in the Association building through practical talks, lectures and study clubs.
- II. That the Association organize a medical staff to assist in the work of health education and physical examinations.
- III. That no young man or boy be admitted to the physical department of the Association without a preliminary physical examination.
- IV. That the Association plan an extensive campaign in the teaching of First Aid to the Injured, and that classes be formed to which employers shall be re-

quested to send their employees, especially foremen and others who are in charge of groups of men.

- V. That the Association continue the promotion of community campaigns in the teaching of elementary swimming, making the lessons available to the public schools.
- VI. That a Health League chapter be formed which will take charge of these lectures and also promote such work in churches and social organizations (For such work the material of the International Health League, consisting of moving picture films and illustrated slides, will be made available for use.)
- VII. That the Physical Training Committee suggest an outline of ten lectures on health topics, based upon the conditions revealed by the survey, together with the names of qualified speakers, which lectures can be used in the Association during the present season.
- VIII. That a systematic effort be made by the Physical Training Committee to introduce health talks in the various factories, and that the Committee notify these factories that it holds itself in readiness to advise employers with reference to the organization of physical welfare work in their establishments.
- IX. That a conference of Association leaders in the physical department and members of the executive staff of the Health Board be called for the purpose of bringing about a plan of cooperation between these two agencies in health education in the community as it touches the needs of young men and boys.
- X. That the Department of Health be requested to publish a monthly health bulletin dealing with the health problems of the city and that these be written in popular language with reference to educating the people and be given wide distribution.
- XI. That the Department of Health be requested to issue a special bulletin or pamphlet dealing particularly with the general health conditions of the city and indicating the line of education. That the Asso-

ciation assist in giving wide distribution to these pamphlets.

- XII. That the Department of Health place on its mailing lists the names of the employed officers of the Association, as well as the members of physical department committees and leaders' corps.

II. GENERAL

- XIII. That Professor —— be requested to write or suggest a pamphlet on Sex Hygiene for boys and another for men which can be used by the Association, and other agencies in the community, for an extensive educational campaign in this subject.

- XIV. That we commend the excellent work done by Professor ——, the expert in sex education, in the special work done by him in lecturing to mothers' conferences and teachers' conferences and recommend the further extension of this work.

That the series of special studies in sex education designed for pre- and early adolescent boys, and prepared by Dr. Winfield S. Hall, be suggested to churches and other organizations for use in an educational propaganda under competent leadership. That the special committee outline a comprehensive plan of sex education for the entire community, including appropriate literature and a selected bibliography and carefully selected lectures.

- XV. That the special educational pamphlet on "Alcohol and Its Effect Upon Mental and Physical Efficiency," written specifically for Young Men's Christian Associations by the Scientific Temperance Federation of Boston, be circulated with reference to educating young men and boys in this subject; and that a similar pamphlet be secured on the cigarette and its effect upon the growing boy.

- XVI. That an endeavor be made to have life saving and swimming taught in the public swimming places, and that an attempt be made to furnish facilities to the

public at the places for swimming under supervision.

- XVII. That the committee, through the combined efforts of the different social and educational agencies of the community, plan an educational course of lectures and discussions on public hygiene dealing with such topics as the city's water supply, the sewerage system, garbage collection, food inspection, street cleaning, etc.

That an expert be asked to direct the course and after each subject is presented the official who is at the head of the particular public utility being discussed be requested to present to the study club conditions as they obtain in the city, how they can be improved, and how the members of the club in particular, or laymen in general, may be of assistance.

- XVIII. That in view of the growing number of athletic activities and athletic organizations in the city, the Committee take steps to federate these existing athletic leagues and agencies dealing with such sports as track and field sports, swimming, football, baseball, etc., for the purpose of standardizing and promoting clean sport, and bringing athletic opportunities to the great masses of boys and men not now interested.

- XIX. That the following reforms be recommended:

- (a) A more perfect and readily available statistical record of diseases, deaths and births.
- (b) The codification and publication of the health laws.
- (c) Rigid requirements for the reporting of tuberculosis and other communicable diseases.
- (d) The speedy abolition of open privies.
- (e) The screening of manure piles.
- (f) The waging of a community-wide campaign against the house fly.
- (g) The appointment of additional health inspectors.
- (h) That the practice of midwifery be standardized and that a license be required by the city for

such practice, and only those qualified be given such a license.

That the Committee bring this recommendation to the attention of the proper authorities.

- XX. We approve the efforts now being made to furnish a pure public water supply and in the building of a new filtration plant. The system should, however, be constructed so as to be adequate whenever a large rainstorm occurs. We recommend that if at all possible a sewerage system be devised so that at no time shall *untreated* sewage enter the river.

- XXI. That the department of physical training in the public and high schools be extended, looking toward the coordination of the present forms of physical activity now in force, e. g., medical examinations and athletics under the direction of an expert director of technical training, and that a graded course in systematic and scientific body building, consisting of calisthenics, gymnastics, play, personal and public hygiene, be developed.

That medical inspection be made of each child upon entrance in school and at least once more in mid-term.

That the physical work of the high school be placed under the direction of a special supervisor and that physical training be required of at least the first two classes.

That additional ungraded classes for backward children be organized to meet an insistent demand.

That the Public School Athletic League be made active and include in its program a comprehensive plan of physical activity.

- XXII. We recommend the organization of a Playground Association, composed of representatives of the permanent organizations of the city to cooperate with the agencies which have made the present playgrounds possible, that they give the work their moral and financial support and promote a campaign of education.

That the sum of at least one thousand dollars be raised this season for the employment of a Supervisor and enough assistants to man three or four centers; and to purchase some needed equipment for the different centers.

That women assistants be selected for special lines of work, one for games and folk dances, another for industrial lines, a third for kindergarten work. A schedule of interchange of these specialists be arranged so each specialty could be conducted at intervals in the several centers.

That assistants be young men of athletic ability, able to conduct games and sports, and assist in conducting baseball leagues for employed boys, and others. That the Supervisor should visit the different centers, organize baseball leagues for boys and men, interest older men in playground ball, volley ball to be played after supper.

We believe a moving picture machine, with pictures of an educational value for use at the different centers on scheduled nights announced in advance, would prove popular and do much good.

- XXIII. That the Sunday School Athletic League be more closely supervised, and a wider variety of physical activities introduced, including the teaching of personal hygiene; and that the athletic work be more closely correlated with the general work of the churches.

SUGGESTIVE FORMS OF FOLLOW-UP LETTERS

NO. I. FOLLOW-UP LETTER TO FORMER (1913) PHYSICAL MEMBERS

Dear Mr.

I wrote you a few weeks ago about the renewal of your membership in this Department; and we have not heard from you. If you find it impossible to continue your connection with this department, I earnestly hope you will continue to be identified with the Association in some of its many activities

—a large field of interests and diversions being open to you for the small membership fee of two dollars. I enclose a leaflet setting forth the general activities of the Boston Association.

As your name appears on a list of those who left articles of clothing in the lockers, let me call your attention to the enclosed slip which gives the rules governing the disposition of such.

Trusting to hear something from you at an early date, I am
Very sincerely yours,

NO. 2. LETTER TO TIME-EXPIRED MEMBERS (RECENT)

Dear Mr.

I find on looking through our records that your membership in this Department has lapsed and has not been renewed. Of course we are loth to lose a man from our Department, for we feel that not only do we need you, but you need the good we can do for you; so we are anxious to have you continue one of us. Especially now that we have such ample space and so many facilities and means of enjoyment.

Since you were last among us, full use is being made of the three handball and squash courts, with perfect ventilation. Also a corking new game, Indoor Golf, has been installed, at considerable expense, for the free use of all Department members.

Our Summer arrangements include provision for several outdoor activities here on our own ground, besides our camp in New Hampshire. Altogether, I feel that you have never had so much that is beneficial and enjoyable placed within your reach as we now have to offer.

I am anxious to have this Department serve the best interests of the members, and will therefore welcome any constructive criticism that you may have to make.

In case for any special reason you find it inconvenient at this time to make the full annual payment, we shall be glad to have you see the Membership Secretary, when an arrangement convenient to yourself can doubtless be made.

Hoping to hear from you, and with friendly regards, I am
Very sincerely yours,

NO. 3. LETTER TO ALL PRESENT PHYSICAL DEPT MEMBERS
(ENCLOSING A RETURN POSTAL)

Dear Mr.

We are anxious to have this Association serve as large a constituency as possible, and so are asking you as a special favor to give on the enclosed card the names of such of your friends as might be interested in the many privileges of the Department of Recreation & Health. If there should be anyone among those you name who might be influenced by a personal letter from yourself, would you kindly indicate him by a check-mark against the name?

Thanking you on behalf of the Association for your kindness in this matter, I am

Very sincerely yours,

BIBLE AND CHRISTIAN LIFE COURSES

The above are the courses suggested for young men, whose problems are mostly those of right living, overcoming temptation and the adjustment of the difficulties of daily life. We would suggest that as far as possible each be given a religious emphasis.

(a) FOR BOYS

I. *Courses for Younger Boys:*

What manner of man (Life of Christ)—W. D. Murray40
Men Who Dared (O. T. Biography)—C. G. Trumbull, Student's Ed., 10; Teacher's Ed.	.40
Travels of Paul—Melvin Jackson, Student's Ed., 10; Teacher's Ed.....	.40
Heroes of the Faith—Herbert W. Gates.....	.40

2. *Courses for High School Boys:*

The Christian Race (Abridged)—H. L. Smith, Student's Ed., 20; Teacher's Ed.....	.75
The Campaign of Friendship—F. M. Harris, Student's Ed., 10; Teacher's Ed.....	.15
Life and Works of Jesus—W. D. Murray, Stu- dent's Ed., .10; Teacher's Ed.....	.60
Life of Paul—A. G. Leacock.....	.60
Jesus the Leader (Advance Print)—F. O. Koeh- ler, Student's Ed., .10; Teacher's Ed.....	.15
Athletes of the Bible—B. D. Brink & Paul Smith	.40
Life Problems of High School Boys—Prof. J. W. Jenks40

3. *Courses for Employed Boys:*

The Christian Race (Abridged)—H. L. Smith, Student's Ed., .20; Teacher's Ed.....	.75
Men Who Dared—C. G. Trumbull, Student's Ed., .10; Teacher's Ed.....	.40
Christian Teaching on Social and Economic Questions Confronting Boys (Advance Sheets)—C. C. Robinson. (In preparation)	
Personal Problems of Boys Who Work—Prof. J. W. Jenks.....	.40

4. *Courses for Sex Education:*

(1) Boys 11 to 14, Life's Beginnings—Winfield S. Hall, M.D., Ph.D.....	.25
(2) Boys 15 to 19, Developing into Manhood— Winfield S. Hall, M.D., Ph.D.....	.25

(b) *FOR YOUNG MEN*

Life Problems—Burr-Doggett-Ball-Cooper25
How to Deal with Temptation—R. E. Speer.....	.25
Young Man's Questions—R. E. Speer.....	.80
Principles of Jesus—R. E. Speer.....	.60
Second Mile—H. E. Fosdick.....	.40
Plain Man's View of Biblical Inspiration—A. J. Ly- man25
Call for Character—E. I. Bosworth.....	.25

APPROVED SEX EDUCATION LITERATURE

FOR PARENTS AND TEACHERS

Training the Young in Laws of Sex—Honorable E. Lyttleton, Headmaster of Eton College.....	\$1.00
How Shall I Tell My Child—Mrs. Wood-Allen Chapman25
The Renewal of Life—Margaret W. Morley.....	1.25
The Boy Problem—Society of Sanitary and Moral Prophylaxis10
The Biology of Sex—T. W. Galloway, Professor of Biology, James Milliken University, Decatur, Ill..	.75

FOR BOYS FROM TEN TO FOURTEEN

Life's Beginnings—Winfield S. Hall, M.D., Ph.D....	.25
How My Uncle the Doctor Instructed Me in Sex Matters—Society of Sanitary and Moral Prophylaxis10

FOR BOYS FROM THIRTEEN TO SIXTEEN

From Youth Into Manhood—Winfield S. Hall, M.D., Ph.D.50
Developing Into Manhood—Winfield S. Hall, M.D., Ph.D.25
Almost a Man—Mary Wood Allen.....	.50

FOR YOUNG MEN

Reproduction and Sexual Hygiene—Winfield S. Hall, M.D., Ph.D.90
The Strength of Being Clean—A Study of the Quest for Unearned Happiness—President David Starr Jordan50
Health and Hygiene of Sex (For college students)—Society of Sanitary and Moral Prophylaxis.....	.10
Eugenics and Racial Poisons—Society of Sanitary and Moral Prophylaxis10
Sexual Hygiene—Health Education League.....	.04

HEALTH TALKS

SUGGESTIVE OUTLINE OF TOPICS FOR HEALTH TALKS OR
LECTURES

- "Mouth Hygiene and Health" (stereopticon).
- "The Relation of Health to Success in One's Vocation."
- "Patent Medicines and Home Medication."
- "Coughs, Colds and Catarrh."
- "The Ear, Nose and Throat."
- "Typhoid Fever—The American Infection" (stereopticon).
- "The Latest Facts about Tobacco and Alcohol."
- "Common Sense in Diet."
- "What Surgery Can and Can Not do."
- "Sex and Health."
- "Why Abuse Our Feet?"
- "Body and Mind—Trained for Efficiency."
- "The Great White Plague—Consumption" (stereopticon).
- "Sex Diseases."
- "When to Consult a Physician."
- "Accidents and Emergencies."
- "Care of the Eyes."
- "How the Skin May Become a Disease Fighter."
- "How to Help a Drowning Person" (stereopticon).

THE SPORTSMEN'S CLUB OF AMERICA
ATHLETIC CARNIVAL, COLISEUM, MARCH 24-28

ENTRY BLANK
AMATEUR ATHLETIC FEDERATION NIGHT
HARRY BERKMAN, CHAIRMAN OF ATHLETIC COMMITTEE

WEDNESDAY, MARCH 25, 1914

TRACK AND FIELD EVENTS

Any athlete in good standing in his organization, affiliated with the A. A. F. may compete

EVENTS

Group (1)		Group (2)	
Event 1.	50-Yard Dash.	Event 6.	Running Broad Jump.
" 2.	440-Yard Dash.	" 7.	One-Mile Run.
" 3.	880-Yard Dash.	" 8.	Three Standing Jumps
" 4.	Pole Vault.	" 9.	Shot Put, 12 Pounds.
" 5.	Climbing for Height.	" 10.	High Jump.

PRIZES

INDIVIDUAL EVENTS

First, 9x12 Shield. Second, Silver Medal. Third, Bronze Medal.
An additional prize will be given in each event of Group 2 to the one finishing first in his own group, such as the I. G. U., Y. M. C. A., High Schools, etc., provided he is not among the first three winners.

Entry Fee: First event, 35c; 20c for each additional event.

RELAY RACES

Event 11. One mile, 5 men to run. Limited to units in the following groups, and numbered according to color mentioned below:

I. G. U.—Red

Y. M. C. A.—Blue

Boy Scouts—Khaki

Sunday Schools—Orange

West Parks—Orange and Black

South Parks—White

North Parks—Purple

Municipal Parks—Black

Settlements—Gray

Prize: Shield, 15x21. Entry Fee: \$1.50 per Team.

No shield will be given unless two teams or more are entered.
Entries close Wednesday, March 18th, with Mr. Chas. T. Essig, 944 First National Bank Building. No entries will be considered unless accompanied by fee.

Participants must report not later than 7:30 P. M. Track and field events will take place at the same time.

The size of the track is ten laps to a mile; built of wood, banked turns. Spiked shoes allowed.

(Reverse of announcement on preceding page.)

THE SPORTSMEN'S CLUB OF AMERICA

ENTRY BLANK

AMATEUR ATHLETIC FEDERATION NIGHT

Chicago, _____ 1914

Please enter me in the following:

NAME	ADDRESS	EVENT	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

RELAY TEAM

NAME OF TEAM	ADDRESS	EVENT	AMOUNT
1			
2			
3			
4			
5			

Enclosed please find _____ for \$ _____ in payment

Organization. _____

Entries Close March 18, 1914

Mail Entries to Chas. T. Essig, Room 944 First National Bank
Building, Chicago

Phone.....

Instructor. _____

COMMITTEE

H. Berkman, Chairman

J. S. Andresen, E. W. Brandenburg, H. J. Reynolds, E. C. Doty,
Chas. Cann, W. F. Hine.

Amateur Athletic Federation Basket Ball Championships

135 lbs. CLASS

Dates Preliminaries commencing Monday, March 18, 1914

Place Will be announced later.

Entry Fee An entry fee of \$2.50 will be required of each team. This fee must accompany each application. All applications must be made on this blank.

Prizes First Place—A handsome Shield and A.A.F. Championship Gold Medals for seven players.
Second Place—Silver Medals for seven players.
Third Place—Bronze Medals for seven players.

Name of Team Entering _____

Representing _____

Name of Manager _____

Business Phone No. _____

Address _____

Home Phone No. _____

PLAYERS	THUMB PRINT	PLAYERS	THUMB PRINT
1. Name _____		5. Name _____	
Address _____		Address _____	
2. Name _____		6. Name _____	
Address _____		Address _____	
3. Name _____		7. Name _____	
Address _____		Address _____	
4. Name _____		8. Name _____	
Address _____		Address _____	

I, Director or Principal of _____ certify that
the above named players are eligible to compete on this team in the Amateur Athletic Federation
Tournament under the rules of said organization.

Signed _____

Position _____

Entries close with Mr. A. Hammesfahr, 1415, No. 5 So. Wabash Ave., Monday March 9th, at 6 P. M. Drawings for
the games will be conducted by the Basket Ball Committee on Thursday, March 12th, at 12 o'clock noon at the Central
Y. M. C. A. club room, 5th floor. At this time protests and appeals will be heard by the committee. Managers should be
at this meeting.

Basket Ball Committee

R. A. ALLEN, Y. M. C. A.
(West Side.)
E. C. DOTY, Center's
A. HAMMESFAHR, (Cook County
Sunday School Assn.)

R. G. REYNOLDS, South Park
L. E. HAYN, Municipal Parks
C. C. WILLARD, High School

(Reverse of announcement on preceding page.)

Requirements and Information

Teams that are vouched for by the following organizations composing the Amateur Athletic Federation may enter: South Parks, West Parks, North Parks, Municipal Playgrounds, Turner Societies, Y. M. C. A., Athletic Dept. Cook Co. Sunday School Assn., Cook Co. High Schools, Chi. Public High Schools, Suburban High Schools, Boy Scouts, Social Centers and Settlements.

Not more than eight men may be entered as composing one team.

The right to reject any entry is reserved by the Committee.

No player or team may enter both the 135-pound class and the unlimited weight class.

Amateur Athletic Federation Rules will govern with such necessary changes as shall from time to time be made by the Committee.

Teams must furnish their own ball for practice. The ball for tournament games will be furnished.

Numbers for players will be furnished, and no player will be allowed to compete without a number.

Players' ticket of admission are not good after the evening on which their team is eliminated from the tournament.

All players must be eligible in their own organization.

The eligibility rules are Section V., clauses d., e., and f. which read as follows:—

d. An athlete who has represented any organization within a year shall not be eligible to represent any other organization without securing a written transfer signed by a responsible official of the organization first represented.

e. An athlete transferred shall not be eligible to compete in Federation championships until thirty days after his transfer has been accepted by the organization receiving him.

f. An athlete transferred a second time shall not be eligible to compete in Federation championships until six months after his transfer has been accepted by the organization receiving him.

LOCKER CARD

Locker No.
Com. or Key
Name
Individual No.
Date of Joining
Expiration

INDEX CARD

Jan. Feb. Mar. Apr. etc.

Name	
Residence Address	Phone No.
Business Address	Phone No.
Locker No.	Date
No. of Individual	Date of Membership Exp.
Interests—Class, Handball, Basketball, Athletics, Boxing, Wrestling, Fencing, Aquatic, Camp, etc.	

GOODS REMOVAL NOTICE

No.	Locker No.	Name
Date goods removed		
When Notified		
Articles Removed		
Pants	Shirts	Shoes Supporters
Sweaters	Balls	Gloves, etc.
Date When Called For		
Disposition of Goods		
Received from		Y. M. C. A.
Signed		

LOCKER NO.....

TO UNLOCK.

1—Push knob in and turn to the right or left (as the case may be) until it comes to a stop.

2—Turn knob in opposite directions the following clicks.....(no click for fractions.)

3—Pull out the knob with slight left turn, turn to right.

4—Turn handle to the left and open the door.

TO LOCK.

1—Close door, throw handle down hard.

2—Turn knob left, push in and turn left and right.

Try locker before leaving so as to make sure it is locked.

Valuables should be left at the main office. Lockers are but a means of convenience and the management does not hold itself responsible for losses.

If you cannot open your locker, ask the clerk or one of directors to assist you.

HINTS

1—To get satisfactory results, one should plan to exercise not less than three times per week in the gymnasium.

2—Go to the bath immediately after exercise and take a warm shower first, then cool the water gradually to cold.

3—A three minute shower and a five minute rub produces excellent results.

4—Exercise should be supplemented with sufficient sleep, good ventilation everywhere and proper food properly eaten.

No.	Name	Gymnasium Natatorium Business Athletics																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Jan.																																	
Feb.																																	
Mar.																																	
Apr.																																	
May																																	
June																																	
July																																	
Aug.																																	
Sept.																																	
Oct.																																	
Nov.																																	
Dec.																																	

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Number
Name

LOCKER RECORD

EXPIRES

Address

Privileges

No. of locker or box

Key

Combination

Goods stored

ESPECIALLY INTERESTED IN:-

Class Work, Apparatus Work, Tumbling, Fencing, Wrestling, Boxing, Basket-Ball, Base-Ball, (Indoor or outdoor) Handball, Tennis, Swimming, Summer Camp, Indoor Athletics, Track and Field, First Aid, Hygiene, Gym., Men's Bible Classes.

Willing to give up? _____

Hours of Employment _____

Occupation _____

Signature for goods received _____

B. Y. M. C. A.

UNIVERSITY OF CALIFORNIA

ORIGINAL

Physical Department Locker Blotter

No 151

DATE _____

NAME	ADDRESS	No. of Box	Less of Ticket	Kind of Privileges	Level of Privileges	Interest is in

SUMMER INFORMATION BUREAU

Name of place.....
 Post office address.....Altitude.....
 Proprietor.....
 Route: railroad.....boat.....stage.....
 Fare, round trip.....Rate of board.....
 Character of board: milk.....eggs.....
 meat.....vegetables.....fruit.....
 Accommodations for how many men.....women.....
 Recreations: water.....lake.....
 river.....sea shore.....
 Rowing.....Cost.....Sailing.....Cost.....
 Kind of fishing.....
 Kind of hunting.....
 License required.....Cost.....

Mountains.....Distance.....Height.....
 Sports: Baseball.....Tennis.....Camping.....
 Side trips.....Cost.....
 Music.....Liquor.....Dancing.....
 Other attractions.....
 Mosquitoes.....Flies.....Other pests.....
 Average rain-fall.....Average summer temperature.....
 Neighbors: Private residences.....Hotels.....
 Boarding-houses.....Saloons.....
 Recommendations.....
 Information given by.....
 Member.....or promotes.....
 Remarks.....

SAMPLE SCHEDULE FOR A WHOLE CLASS OF SEVERAL SQUADS FOR A MONTH
YOUNG MEN'S CLASS

Date	Calisthenics	Graded Apparatus				Massed Class	
		Elementary		Intermediate		Apparatus	Recreation
Jan. 3.....	Free Ex. 1	Hor. Bar 1	S. Horse 4	Ring 1	L. H. Bar 4	Jumping Standards 1	Maize Run
Jan. 7.....	Dumb Bells 1	S. Horse 1	Ring 4	L. H. Bar 1	Parallels 4	Buck 1	3 Deep Tag
Jan. 10.....	Wands 1	Rings 1	L. H. Bar 4	Parallels 1	Ladder 4	Springboard 1	Med. Ball Race
Jan. 14.....	Dumb Bells 1	L. H. Bar 1	Parallels 4	H. Ladder 1	S. Horse 4	Springboard & Standards 1	Leapfrog Race
Jan. 17.....	Free Ex. 2	Parallels 1	H. Ladder 4	S. Horse 1	Ring 4	Run High Jump	Team Race
Jan. 21.....	Dumb Bells 2	H. Ladder 1	S. Horse 5	Ring 2	L. H. Bar 5	Elephant 1	Relay Race
Jan. 24.....	Wands 2....	S. Horse 2	Rings 5	L. H. Bar 2	Parallels 5	Two Bucks 1	Med. Ball Game
Jan. 28.....	Free Ex. 3	Rings 2	L. H. Bar 5	Parallels 2	H. Ladder 5	Two Horses 1	3 Deep Tag
Jan. 31.....	Dumb Bells 3	L. H. Bar 2	Parallels 5	H. Ladder 2	S. Horse 5	Buck High	Hopping Race

LEADER'S INSTRUCTION CARD.

LEADER'S CARD

NAME.....

DATE	CLASS	APPARATUS	GRADE	SERIES

REGISTRATION CARD FOR GRADED CLASSES

Name..... Date.....
 Address.....
 Former Experience.....
 Former Grade..... Div.....
 Assigned Grade..... Div.....
 Dropped..... Cause.....




FIT YOURSELF

for
MODERN STRAIN
 by scientific training in
GRADED CLASSES
 or by individual exercise
EXPERT DIRECTOR

**YM·CA·
 GYMNASIUM**

Uniform Report Blanks:
International—State and Provincial.

Report for Association Year, May 1, 1913, to April 30, 1914.

PHYSICAL.

Young Men's Christian Association

Fill out and send one blank to International Office ON OR BEFORE MAY 10. Also another to your State or Provincial Office—unless in an uncompleted field. Fill one for your own office records. Read entire blank before filling out. Answer as fully as possible, giving careful estimates where exact figures cannot be had. Compare with last report and explain marked differences. Send report even if incomplete.

(Place)

(If a Branch or Department, give name)

I. MEMBERSHIP OR PERSONS USING

- Number of different paid-up members entitled to use the physical department on April 30
- Number of different paid-up members entitled to use the physical department on April 30, plus the number who dropped out during the year
- Number of different paid-up members who actually used the physical department during the above year

	Men	Boys	Total

II. EQUIPMENT

A. Within the Building:

- Number of gymnasiums Size of same
- Number of running tracks Number of laps to mile
- Special exercise rooms: (a) Boxing (c) Fencing size
(b) Wrestling size (d) Number of handball courts size
- Individual size (e) Number of handball courts size
- Visitors' gallery Seating capacity
- Does your equipment include: Massage Special baths
Hot room Steam Electric light bath
Number of shower baths Number of tub baths
- Other indoor equipment

B. Outside the Building:

- Have you an athletic field? (a) Distance from building
(b) Rented or owned (c) Size (d) Building on field
(e) Number of tennis courts Kind (f) Baseball diamond
(g) Football ground (h) Type of field track Number of laps to mile

V. ATHLETIC CLUBS AND TEAMS

- Organized clubs and teams (athletics, football, etc.)
(A club is a group organized to promote sport; a team is one composed of men who compete.)
Number of Clubs: Athletic Soccer Baseball
Tennis Swimming Other Total
Number of Teams: Athletic Soccer Baseball
Tennis Swimming Basketball Total
Basket ball, representative Other Total
Number in Clubs: Men Boys Total
Number in Teams: Men Boys Total

26. If engaged in competitive athletics with teams outside the Association, state what kinds of matches games were played

Number of games: Men Boys Total
26. Number and kind of public athletic meets conducted: Open Closed Total
Number of different individuals entered: Men Boys Total
Total number spectators

VI. EXTENSION WORK

- Names of physical extension work conducted:
Field
Volunteer
27. Do you have any relation to the following organizations, e.g. (state nature of relation):

Pyramids on Horses—A. Rietmann

First Part: 60 Pyramids on 1 and 2 Horses.....	\$0.70
50 Pyramids on 1 and 2 Ladders.....	1.00
Art of Swimming—Nelligan.....	.65
At Home in the Water—George H. Corsan.....	1.00

(f) Athletics

A. L. N. A. Handbook—Spalding Library.....	.10
A. A. U. Rules—Spalding Library.....	.10
Basket Ball Rules—Spalding Library.....	.10
Football Rules—Spalding Library.....	.10
Athletic Primer—J. E. Sullivan—Spalding Library..	.10
Hand Ball Rules—Spalding Library.....	.10
Volley Ball—Physical Directors' Society in A. L. N. A. Handbook10
Practical Track and Field Athletics—Graham and Clark	1.00
Training—McLaren45
Handbook Sunday School Athletic League.....	.10

(g) Massage

Massage—Ostrum	1.00
Mechano-therapy—Mitchell—Gulick	3.00

(h) Philosophical

Physical Education by Muscular Exercise—Gulick..	.75
The Coming City—Ely60

(i) Physical Diagnosis and Measurements

Anthropometry—J. W. Seaver.....	1.45
Manual for Physical Measurements—Hastings.....	1.50
Physical Diagnosis—Cabot	3.00

(j) Anatomy and Physiology

Anatomy—Henry Gray	6.25
Textbook of Physiology—Howell	4.00
Human Body (Advanced Course) Martin.....	2.50

(k) First Aid and Medical Gymnastics

Immediate Care of the Injured—A. S. Morrow....	2.50
The Human Mechanism—Hough and Sedgwick....	2.00
Handbook of Medical Gymnastics—Dr. Anders Wide	3.00

(1) Personal Hygiene

The Efficient Life—Dr. L. H. Gulick.....	\$1.20
Making Life Worth While—Herbert Fisher.....	1.20
Good Health—Jewett40
Reproduction and Sexual Hygiene—Dr. W. S. Hall90
Health, Strength and Power—Sargent.....	1.75

(m) General

History of the North American Young Men's Christian Associations—Morse	1.00
Life of Sir Geo. Williams.....	.60
Life of Robert McBurney.....	1.00

(n) Physical Directorship

The Physical Directorship of the Young Men's Christian Association—W. S. Hall.....	.10
--	-----

(o) Societies and Journals

Physical Directors' Society of the Young Men's Christian Association of North America including <i>Physical Training</i>	2.50
--	------

ADVANCED

(a) Biological

Growth and Education—John M. Tyler.....	1.50
The Child; a Study in the Evolution of Man—Chamberlain	1.50
Man and Woman—Havelock Ellis	1.50
Fundamentals of Child Study—Kirkpatrick	1.25
Outlines of Evolutionary Biology—Dendy.....	3.50

(b) Eugenics

Parenthood and Race Culture—C. W. Saleeby.....	2.50
Heredity—Thompson	3.50
Heredity in Relation to Eugenics—Davenport.....	2.00
Social Direction of Human Evolution—Kellicott..	1.50
Natural Rights—Ritchie	2.75
Effects of Tropical Light on White Men—Woodruff	2.50
Coming Generation—Forbush	1.50

(c) Technical

Special Kinesiology of Educational Gymnastics—	
Baron Nils Posse	\$2.75
Text-book of German-American Gymnastics—Wm.	
Stecher	2.75
Ling's System of Manual Treatment—Dr. A. Kell-	
gren	1.00
Progressive Gymnastic Day's Orders—Enebuske..	.75
Public School Athletic League Official Handbook—	
Spalding Library10

(d) Physiological

Studies in Physiological Chemistry—Chittenden....	4.00
The Growth of the Brain—Donaldson.....	1.50

(e) Psychological

Adolescence, 2 vols.—G. Stanley Hall.....	7.50
Outlines of Physiological Psychology—Ladd.....	1.75
Psychology—James (Advanced), 2 vols.....	5.00
Brain and Personality—W. Hanna Thomson.....	1.20
Psychology of the Emotions—Ribot.....	1.50
Psychology—Angell	1.60
Psychology and Industrial Efficiency—Munsterburg	1.50
Psychology in Daily Life—Seashore.....	1.50
Studies in the Psychology of Sex—Ellis (6 vols.)	

Subscription only

(f) Personal Hygiene

The Human Mechanism—Hough and Sedgwick....	2.00
Rational Living—King60
Manual of Personal Hygiene—Pyle.....	1.50

(g) Sociological

Relations of Social Diseases with Marriage and	
Their Prophylaxis—P. A. Morrow.....	.25
Christianity and the Sex Problem—Northcote.....	2.00
Christianity and the Social Crisis—Rauschenbusch..	.60
Constructive and Preventive Philanthropy—Lee....	1.00
Town and City—Jewett.....	.50
The Bitter Cry of the Children—John Spargo.....	1.50
On the Trail of the Immigrant—Steiner.....	1.50

The New Basis of Civilization—Patten.....	\$1.00
Social Elements—Henderson	1.50
The Criminal—Havelock Ellis	1.50
U. S. Mortality and Vitality Statistics.....	Free
State and Local Board of Health Reports.....	Free
Pure Sociology—Ward	4.00
General Sociology—Small	4.00
Elements of Sociology—Giddings.....	1.10
Social Organization—Cooley	1.50

(h) General

Physiological Economy in Nutrition—Chittenden..	3.00
Diet and Food—Haig.....	1.00
Purin Bodies of Food Stuffs—Hall.....	1.50
Blood and Blood Pressure—Oliver.....	3.00
Clinical Study of Blood Pressure—Janeway.....	3.00
Physiology of Bodily Exercise—Lagrange.....	1.60
Articles on Exercise and the Pulse Rate in the <i>American Physical Education Review</i> by W. P. Bowen, Vol. 8.....	1.50
Fatigue—Angelo Mosso	1.50
Meaning of Education—Butler.....	1.00
Student's History of Philosophy—Rogers.....	2.00
Ethics—Dewey and Tufts.....	2.00
Origin and Growth of the Moral Instincts—Suth- erland, 2 vols.....	8.00
Education as Adjustment—O'Shea.....	1.50
Eucken and Bergson—Hermann.....	1.00
Education in Religion and Morals—Coe.....	1.35
Psychotherapy—Munsterburg	2.00
Education—Thorndike	1.25

(j) Play

Play of Animals—Karl Groos.....	1.75
Play of Man—Karl Groos.....	1.50

(k) Societies and Periodicals

American Physical Education Association and the <i>American Physical Education Review</i>	3.00
--	------

American Association for the Advancement of Science and the weekly periodical <i>Science</i>	\$5.00
<i>American Youth</i>	1.00
<i>Popular Science Monthly</i>	3.00
<i>Association Seminar</i>	1.00
<i>Survey</i>	2.00
<i>Physical Training</i>	1.50
<i>Association Men</i>	1.00
<i>Mind and Body</i>	1.00

SUGGESTED LIST OF BOOKS FOR THE PHYSICAL DIRECTOR'S LIBRARY

ACCIDENTS AND EMERGENCIES

Barton, First Aid Text Book.....	\$1.00
Complete Handbook for the Hospital Corps of the U. S. Army and Navy and State Military Forces.....	4.00
Davis, Principles and Practice of Bandaging.....	1.00
Dulles, Accidents and Emergencies.....	1.00
First Aid to the Injured, by a Medical Officer.....	.20
Kellogg, Art of Massage.....	2.25
Gulick, Emergencies40
Lynch, American National Red Cross Book.....	1.00
Moody, Backwoods Surgery and Medicine.....	.70
Morrow, Immediate Care of the Injured.....	2.50
Pilcher, First Aid in Illness and Injury (recommended by Red Cross as a text-book).....	2.00
Whitelock, Sprains	3.00

ANTHROPOMETRY

Hastings, Physical Measurements, Boys and Girls.....	\$2.00
Moorehouse, Statistical Methods25
Seaver, Anthropometry	1.45
Whipple, Manual of Mental and Physical Tests.....	2.50

AQUATICS

Beard, Boat-building and Boating.....	\$1.00
Brewster, Swimming	1.00

Corsan, At Home in the Water.....	\$1.00
Dalton, How to Swim.....	1.00
Harper's Boating Book for Boys.....	1.75
Nelligan, Art of Swimming.....	.65
Morton, Navigation for the Amateur.....	.70

ATHLETICS, BASEBALL, FOOTBALL

Athletic Almanac	\$0.10
Burchenal, Official Handbook Girls' Branch Public School Athletic League.....	.10
Camp, Football	2.00
Clark, Practical Tracks and Field Athletics.....	1.00
Clark, Reminiscences of an Athlete.....	1.25
Claudy, Battle of Baseball.....	1.50
Davis, Football	2.50
Jones, Track Athletics, 10 vols. each.....	.35
Mathewson, Pitching in a Pinch.....	1.00
Mike Murphy, Athletic Training.....	1.00
Spalding, America's National Game.....	2.00
Track Athletics in Detail.....	1.10

CALISTHENICS, LIGHT APPARATUS, TACTICS

Arnold, Gymnastics and Tactics	\$0.35
Bancroft, School Gymnastics, Free Hand.....	1.50
Bancroft, School Gymnastics, Light Apparatus.....	1.75
Berry, Manual of Marching.....	.25
Bowen, Teaching of Elementary School Gymnastics....	1.00
Corbett and Jenkin, Indian Clubs.....	.50
Drill Regulations of the U. S. Army, Infantry.....	.75
Garson, Remedial Gymnastics for Heart Affections....	2.00
McCurdy, Hygienic Dumb Bell Drill.....	.10
Nissen, A. B. C. of Educational Gymnastics.....	.75
Posse, Special Kinesiology.....	2.75
Roberts, Home Dumb Bell Drill.....	.10
Schatz, Club Swinging.....	1.00
Skarstrom, Gymnastic Kinesiology.....	1.25
Stecher, Handbook of Lessons in Physical Training and Games Part I, II, each, .35; Part III.....	.50

CAMPING, SCOUTING, ETC.

Boy Scouts, Handbook	\$0.30
Breck, Way of the Woods.....	1.75
Buzzacott, Complete Camper's Manual.....	1.00
Camp Fire Girls, Handbook.....	.25
Gibson, Camping for Boys.....	1.00
Harper's Camping and Scouting Book for Boys (and Girls)	1.75
Kephart, Camp Cookery70
Lockwine, Camping	1.00
Wallace, Packing and Portaging.....	.70
Wells, Outdoor Signalling70

DANCING

Bergquist, Swedish Folk Dances	\$1.50
Brower, Morris Dance	1.00
Burchenal, Folk Dances and Singing Games.....	1.50
Burchenal, Dances of the People, paper \$1.50, cloth....	2.50
Caskey, Athletic Pageant, Athletic Jubilee, each.....	.50
Crampton, Folk Dance Book.....	1.50
Crawford, Folk Dances and Games.....	1.50
Davison, Gymnastic Dancing	1.00
Hofer, Popular Folk Games and Dances.....	.75
Lincoln, The Festival Book.....	1.50
Zorn, Grammar of the Art of Dancing.....	10.00

GAMES AND PLAYS

Angell, Play	\$1.50
Arnold, Gymnastic Games75
Bancroft, Games for the Playground.....	1.50
Bremner, Book of Song Games and Ball Games.....	1.25
Chubb, Festivals and Play.....	2.00
Dier, Book of Winter Sports.....	1.50
Grey, Two Hundred Indoor and Outdoor Games.....	.70
Lucas, Three Hundred Games and Pastimes.....	2.00
Johnson, Education by Plays and Games.....	.90

Johnson, What to Do at Recess.....	\$0.25
Leland, Playground Technique and Playcraft.....	2.00
Mero, American Playgrounds	2.00
Newton, Graded Games and Rhythmic Exercises for Primary Schools—Pitman.....	1.25
Parsons, Plays and Games—Barnes	1.50
Public Recreation Facilities (28 papers).....	1.50
Stecher, Games and Dances	1.25

HEAVY APPARATUS, FENCING AND WRESTLING

Cann and Hastings, Manual of Wrestling.....	\$1.75
Jones, Classified Gymnasium Exercises, System of R. J. Roberts95
Puritz Code Book55
Rondelle, Foil and Sabre.....	3.50
Stecher, Text Book of German-American Gymnastics..	2.75

HISTORY

Gardiner, Greek Athletic Sports and Festivals.....	\$2.50
Leonard, Pioneers of Modern Physical Training.....	.75

HYGIENE, PERSONAL

Bergey, Principles of Hygiene.....	\$3.00
Bryce, Laws of Life and Health.....	2.00
Chamberlain, Prevention of Disease and Preservation of Health	2.00
Davis, Food in Health and Disease.....	3.50
Fisher, Making Life Worth While.....	1.20
Galbraith, Personal Hygiene and Physical Training for Women	2.00
Gulick, Efficient Life	1.20
Harrington, Manual of Practical Hygiene.....	4.50
Lorland, Old Age Deferred.....	2.50
Mosher, Health and Happiness—A Message to Girls..	1.00
Pyle, Manual of Personal Hygiene.....	1.50
Smith, What to Eat and Why.....	2.50
Woodworth, The Care of the Body.....	1.50

HYGIENE, PUBLIC

Ayres, Open Air Schools	\$1.20
Bergey, Principles of Hygiene.....	3.00
Carrington, Fresh Air and How to Use It.....	1.00
Cornell, Health and Medical Inspection of School Children	3.00
Davenport, Eugenics50
Fisher, National Vitality—paper15
Gulick and Ayres, Medical Inspection of Schools.....	1.50
Harrington, Manual of Practical Hygiene.....	4.50
Kelynack, Medical Examination of Schools and Scholars	4.20
Oliver, Diseases of Occupation.....	3.00
Olsen, Pure Foods, Their Adulteration, Nutritive Value and Cost80
Parkes and Kenwood, Hygiene and Public Health....	3.50
Perry, Wider Use of the School Plant.....	1.25
Wiley, Foods and Their Adulteration.....	4.00

HYGIENE, SEX

Galbraith, Four Epochs of Woman's Life.....	\$1.50
Hall, From Youth Into Manhood.....	.50
Lowry, Confidences, Talks with a Young Girl.....	.50
Lowry, Herself, Talks with Women.....	1.00
Lowry, Himself, Talks with Men.....	1.00
Lowry, Truths, Talks with a Boy.....	.50
Malchow, Sexual Life (Technical).....	3.00
Moll, The Sexual Life of the Child.....	1.75
Sex Education Series (Association Press), each.....	.25
Zenner, Education in Sexual Physiology and Hygiene..	1.00

PHYSIOLOGY

Brubaker, Textbook of Human Physiology.....	\$3.00
Bryce, Modern Theories of Diet and Their Bearing on Practical Dietetics	2.10
Cowing, Blood Pressure Technique Simplified.....	1.00
Dearborn, Textbook of Human Physiology.....	3.75

Halliburton, Handbook of Physiology (Kirkes).....	\$3.00
Hemmeter, Manual of Practical Physiology.....	2.50
Howell, Textbook of Physiology.....	4.00
Hutchison, Food and Principles of Dietetics.....	3.00
Lovett, Lateral Curvature of the Spine.....	1.75
McKenzie, Exercise in Education and Medicine.....	3.50
Sherman, Chemistry of Food and Nutrition.....	1.50
Stiles, Nutritional Physiology.....	1.25
Wilder, History of the Human Body.....	3.00

PSYCHOLOGY

James, Psychology: Briefer Course.....	\$1.60
James, Psychology, 2 vols.....	5.00
Ladd and Woodworth, Elements of Physiological Psychology	4.00
Pyle, Outlines of Educational Psychology.....	1.25

CHILD LIFE

Claparede, Experimental Pedagogy and the Psychology of the Child	\$1.40
Dearborn, Moto-Sensory Development	1.50
Forsyth, Children in Health and Disease.....	3.00
Major, First Steps in Mental Growth.....	1.25
Preyer, Mind of the Child—	
Part I. Senses and the Will.....	1.50
Part II. Development of the Intellect.....	1.50
Tyler, Growth and Education.....	1.50

INDEX.

Advertising:	PAGE
Bulletins	42
Exhibitions and entertainments.....	43
Follow-up system	42
General suggestions	39
Newspaper press	41
Postal cards	42
Window cards	42
Appendix:	
Amateur athletics	189
Approved sex education literature.....	205
Bible and Christian life courses.....	203
Graded reading course for physical directors.....	224
Health talks	206
Physical director's library, suggested list.....	229
Printed matter samples:	
Athletic contest entry blanks, etc.....	207
Attendance and record cards.....	214
Box record	216
Daily class record.....	216
Follow-up letters to department members.....	201
Leaders' instruction cards.....	220
Locker and index cards.....	211
Membership census	218
Monthly class schedule.....	219
Personal interview record.....	218
Registration card for graded class.....	220
Sample posters—Association Press.....	221
Summer information bureau.....	217
Uniform physical report blank.....	222
Survey outline	190
Recommendations	196
Association physical work:	
Day's order.....	21
Diagram showing organization.....	33
General scope classified.....	14
Policy—suggested outline.....	33
Principles	13

Association physical work— <i>Continued</i> :	PAGE
Supreme objective	12
Table showing results sought and type of work for groups	15
Year's program	24
Amateur Athletic Union.....	175
American Federation of Sex Education.....	171
American Humane Society.....	172
American Physical Education Association.....	174
American National Red Cross Society.....	170
American Society of Sanitary and Moral Prophylaxis..	171
American Vigilance Association.....	171
Athletic administrative bodies.....	175
Athletic League of Y. M. C. A. of North America 6, 109,	165
Platform	166
Athletic Research Society.....	168, 177
Boards of health, local and state.....	171, 172
Charity organizations	173
Christian leadership	3, 7, 12, 66
Constitution of leaders' club.....	99
Contemporary physical education movements.....	174
Department program	58
Employed officers' conference.....	162
Extension work:	
In the building.....	143
Outside the building.....	145
Practical program	63
General organization in the Association.....	162
General Secretaries' Insurance Alliance.....	164
Gulick, Dr. Luther H.....	4
Hastings, Dr. W. W.....	6
Health education	120
Community hygiene	125
First aid to injured.....	123
Personal hygiene	122
Sex hygiene	124
Health Education League.....	170
Health League, International.....	8
History:	
Beginning of the Young Men's Christian Association	I
First Associations in America.....	I

History—Continued:	PAGE
First gymnasiums in America	2
First International Physical Department secretary..	5
Four periods in development of physical work in America	3
Introduction of German and Swedish methods.....	179
Lewis' "new gymnastics"	180
New methods of Dr. Hitchcock and R. J. Roberts...	180
Physical work extends to foreign mission lands....	183
Social service in the department.....	183
The "triangle" emblem.....	182
Training schools and the physical work.....	5, 181
Hitchcock, Dr. E. L.....	180
Institute and Training School—Chicago and Lake Geneva	5, 71
International Committee:	
Clearing house	148
Conciliates and arbitrates.....	149
Conducts research work.....	147
Department of interpretation and extension.....	149
Makes surveys	147
Operates helpful auxiliaries.....	148
Publishes needed material.....	147
Recruits and places men.....	148
Relating agency	148
Serves summer schools and other Association agencies	148
International Life Saving Organization.....	9
International Training College—Springfield.....	5, 71
Juvenile courts	173
Lewis, Dr. Diocletian	180
McBurney, Robert R.....	2
National First Aid Society.....	171
National Intercollegiate Athletic Association.....	177
National Playground and Recreation Association.....	173
North American Turner Bund	174
Physical Department:	
Activities—department program.....	57, 58
Classes	57, 59
Demonstration and entertainments.....	61
Extension work	63
Recreation	59
Religious work	62
Social work	61

Physical Department— <i>Continued</i> :	PAGE
Business methods:	
Budget—how made and used.....	37
Business habits	51
Control of department.....	51
Correspondence	50
Fees:	
A la carte	45
Full membership	44
For clubs and teams.....	46
For special features.....	45
Locker fees	46
Locker rooms	47
Office records	47
Supplies	52
Upkeep	53
Janitor	54
Repairs	53
Sanitation	54
Constitution of leaders' club.....	99
Members—introduction and examination:	
Assignment to work	97
Examination	95
Introduction to department	93
Locker assignment	97
Personal advice	96
Organization	30
Illustrative diagram	33
Policy	34
Working rules	30
Physical department committee.....	27, 65
Physical director:	
Beginning in a new field.....	86
Changing positions	87
Code of ethics	88
Development, some essentials to.....	73
Committee work	78
Conferences and conventions.....	75
Public speaking	77
Reading	73
Research work	78
Study of the movement.....	76
Summer schools	75
Qualifications	66
Christian character	67
Executive and promotive ability.....	68
Personality	71

Physical director— <i>Continued:</i>	PAGE
Qualifications— <i>Continued:</i>	
Religious leadership	67
Technical skill	72
Training, general and technical.....	69
Relationships:	
Association as a whole.....	84
Board or committee of management	79
Boy membership	81
Church	85
Department committee	79
Finances	83
General secretary	80
His assistants	84
Other departments	81
Outside movements	85
Physical directors' conferences	6
Physical Directors' Society.....	7, 163
<i>Physical Training</i>	7
Physical training in rural communities.....	151
Poole, Dr. George F.....	4
Recreation and athletic competition:	
Formal competition	107
Definitions	110
Awards	112
Classification meets	110
Events	111
Group contests	110
Intra-mural contests	110
Representative meets	111
Scoring methods	112
Short-time meets	111
Tournaments	111
Apparatus	113
Conducting the meet	112, 114
Officials.....	113
Printed matter	113
General statement	107
Informal competition	106
Religious work, methods of.....	6, 117
Roberts, Robert J.....	3, 180
<i>Rural Manhood</i>	156
Rural physical training:	
Changing conditions in the country.....	151
Health education needed.....	157

Rural physical training— <i>Continued</i> :	PAGE
Practical suggestions	159
Recreation problems	154
Sanitary requirements	152
School children neglected.....	154
Surveys	158
The "new athletics"	156
Scientific Temperance Federation.....	170
Social features	115
Society of Social Hygiene	171
Society for the Suppression of Vice.....	172
Smith, Dr. J. Gardner	6
Study of the field:	
Community characteristics	137
Conduct of a survey.....	140
Summer activities—suggestions	131
Illustrative experiences	133
Sunday school athletic leagues.....	8
Swedish system	175
State committees	150
Supervising agencies	147
Surveys	140, 147, 158
Tuberculosis Society	173
United States Experiment Stations.....	171
United States Government Life Saving Corps.....	173
Williams, Sir George.....	1
Young Men's Christian Association organizations—general:	
Athletic League of Y. M. C. A. of Canada.....	169
Athletic League of Y. M. C. A. of North Amer- ica	6, 109, 165
Employed Officers' Conference.....	162
General Secretaries' Insurance Alliance.....	164
Physical Directors' Society.....	163
Physical Training	7
State and international committees.....	147-150